



Administrator's Checklist

emerit Professional Certification consists of three components: self-directed study and written exam, relevant work experience/performance review and an on-the job performance evaluation. The following checklist will guide you through the steps of registering your candidates and helping them complete the certification process.

REGISTRATION

STEPS:

- **Fill out** the Registration form and choose between Professional Certification or Occupational Knowledge Exam. **Note: Pilot Administrators will register their own candidates.** Have your candidate complete and sign the results release on the bottom of the page and fax or email the form to go2. **Note: Pilot Administrators will keep this registration form on file**
- **Receive** your candidate's login information and learning materials if ordered.
- Make sure that your candidates receive their welcome package and rights and responsibilities from the *emerit* Forms and Resources Page:
<http://www.go2hr.ca/emerit/FormsResources/tabid/426/Default.aspx>
- All candidates must receive the Certification Background Process information
http://www.go2hr.ca/Portals/0/emerit/emerit_Certification_Background_Process_Information.pdf

WRITTEN EXAM

- **Encourage** your employee to study the *emerit* standards and learning materials (workbooks, online modules) to prepare for the multiple-choice exam.
- **Select** an exam date and email or fax the Exam Registration to go2.
- **Receive** login information or paper-based exam materials for exam date scheduled.
- **Proctor** the exam and return all paper-based materials to ASI in prepaid envelope or for on-line exams fax the Candidate Sign-In/Out sheet to go2.
- **Receive** an exam letter from go2 to give to your employee and a copy of their results for your records.

WORK EXPERIENCE & SUPERVISOR SIGN-OFF

- **Encourage** your candidate to work with their workplace coach or supervisor to complete the Self-Review Checklist.
- **Verify** the candidate's work experience by confirming employment dates and status (part-time/full-time).
- **Return** the signed Supervisor/Mentor Sign-off & Request for Performance Evaluation form when your candidate has met the work experience requirements and is ready to be evaluated.

PERFORMANCE EVALUATION

- **Co-ordinate** the performance evaluation with go2.
- **Receive** your candidate's *emerit* certificate, pin and evaluator comments.

Congratulations! Your candidate is now *emerit* certified!!