



CERTIFICATION EXAM - RETURN CHECKLIST

Please complete and initial each item

*Include this completed checklist when returning examination materials

		Documentation Included?	Lead Eval. Initials										
EXAMINATION MATERIALS													
1	Copy of the <u>APPROVAL DOCUMENTATION</u> ▪ Ex. Certification Exam. request form, approval letter, etc.	✓											
2	Completed <u>ROSTER</u> ▪ Can be an Agency roster, SFT's roster or a simple typed list of students	<input type="checkbox"/>											
3	Completed <u>SCANTRONS</u> (Green) ▪ Separate into alphabetical stacks per exam/approve code ▪ Ensure each candidate's name, address, and complete SFT ID # OR social security number is recorded & "bubbled-in" correctly (<i>pencil only</i>).	<input type="checkbox"/>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">WRITTEN</th> <th colspan="2" style="text-align: left;">SKILLS:</th> </tr> <tr> <td style="width: 25%;"># in Initial Exam:</td> <td style="width: 25%;">Total # of Retake(s):</td> <td style="width: 25%;"># in Initial Exam:</td> <td style="width: 25%;"># of Retake(s):</td> </tr> </table>			WRITTEN		SKILLS:		# in Initial Exam:	Total # of Retake(s):	# in Initial Exam:	# of Retake(s):		
	WRITTEN			SKILLS:									
# in Initial Exam:	Total # of Retake(s):	# in Initial Exam:	# of Retake(s):										
4	Record <u>EXAM RESULTS</u> <i>...by selecting the ("+" PASS/"- FAIL) on the back of each Scantron form</i> ▪ If one or more skills modules are failed, select "-" on the Scantron form and include a copy of the SKILLS TESTING SUMMARY form (2 pages) ▪ If one or more written modules are failed, select "-" on the Scantron form. It is <i>not</i> necessary to supply any additional documentation.	<input type="checkbox"/>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left;">WRITTEN</th> <th colspan="2" style="text-align: left;">SKILLS:</th> </tr> <tr> <td style="width: 20%;"># of Init. Exam Fails:</td> <td style="width: 20%;"># of 1st Retake Fails:</td> <td style="width: 20%;"># of 2nd Retake Fails:</td> <td style="width: 20%;"># of Init. Exam Fails:</td> <td style="width: 20%;"># of Retake Fails:</td> </tr> </table>	WRITTEN			SKILLS:		# of Init. Exam Fails:	# of 1 st Retake Fails:	# of 2 nd Retake Fails:	# of Init. Exam Fails:	# of Retake Fails:		
	WRITTEN			SKILLS:									
# of Init. Exam Fails:	# of 1 st Retake Fails:	# of 2 nd Retake Fails:	# of Init. Exam Fails:	# of Retake Fails:									
5	Retake Request Application(s) – if applicable ▪ <u>For Academy Candidates</u> : Include a form for every student who completed a retake exam (written or skills). <i>A second application form may be necessary for students who required a second written retake.</i> ▪ <u>For Open Testing Candidates</u> : This form was required prior to entering the examination, therefore, it should already be on file.	<input type="checkbox"/>											

DO NOT SUBMIT PAYMENT WITH YOUR RETURNED MATERIALS

Comments: