CERTIFICATION PROCESS FLOW CHART

Applicant Assessor/Moderator applies for registration

Documents required:
- Assessor/Moderator registration application form
- Detailed CV
- Recently certified copy of ID
- Recently certified copies of qualifications
- Recently certified copy of the ETDPSETA statement of results

Applicant Assessor/Moderator submits the complete application file

Administrator receives and pre-evaluates the file

If non-compliant, Administrator advise of outstanding documents and return file to SDP to correct

If compliant, Administrator opens file, update the document tracking book and submit file to Officer for further evaluation

Officer receives file and signs off tracking book

Officer evaluates file

The following documents are submitted for approval recommendation:
- Registration file
- Letter of registrationapproval
- Assessor evaluation report/tool

Officer recommends for registration approval

Provincial Manager verifies all documents, signs off the Assessor/Moderator registration letter

PA Administrator make copies of signed letter and arranges for collection or courier of letter