Member's Instructions/Procedures for Submitting Personnel Records

1. Be sure employee is entered into the database; check that all the current training, experience, qualifications and fitness records are entered
2. Create employee ID card in the database using the Card Management button for each employee submitted for inspection
3. Log into the database and choose the Training Verification link.
   a. Choose the employee you want to submit for verification.
   b. Fill in the contact information for the person to be contacted in case of questions then choose the qualification that you want verified for that employee. (You do not need to choose the lower qualifications.)
   c. Choose to print the verification and experience forms.

   The list below will then show all the required items for the qualification you have chosen. The items with the green ✓ check marks are entered in the database. Those with the red **X** are not entered in the database.

   THIS DOES NOT SHOW IF THE RECORDS ARE APPROVED,
   ONLY IF THEY ARE ENTERED IN THE DATABASE.

   By choosing to PRINT/VIEW form, you can view the training and experience verification forms (and cover page) that you chose above. You can jump to that person's records at any time by choosing the JUMP TO USER button.
   When you are ready to see what needs to be submitted, click on the SUBMIT RECORDS FOR VERIFICATION BUTTON to submit your records verification request.
   Once the records have been submitted, you will see a list of what needs to be submitted to the records verifier. Be sure that all required items are documented through some form of approved documentation. If you have records that are not listed as proper documentation (such as training from outside of Region 6 from someone without a MOU) please contact Katie McConnell to determine if it will qualify.
   Be sure the ID card has been created for the employee using the CARD MANAGEMENT link.
   Once the verifier has received the proper documentation and the records verification request, the records will be reviewed and approved.
   Each night the system will produce an e-mail listing the employees whose records have been verified that day. Once the records have been reviewed, you can go into each employee's records and see the signed verification form. The signed ID cards can also then be printed.

   Scan and email, fax or mail a copy of all training records entered into the database by the user
   (only records created by classes offered by the WCFA can be approved without a copy)

4. Submit payment using the Members Payment option on the home page of our website; add the number of records to be verified to the shopping cart

Process When Records Reach Verifier

1. When records are received the inspector will check to be sure all needed documents have been sent. Next: go into the database and open the Verification Form for each employee and approve records
2. Once all the requirements for the qualification have been approved, the inspector will submit the Verification Form which electronically signs the form and the employee's ID card
3. The record will then be entered into the I-Team Database as directed by the FACT Team
4. Records will be scanned for electronic storage
5. Employer will receive an email notification each day for the records that were verified that day
6. Cards will then be ready for the employer to print and sign