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 card in the database using the Card Management button for each employee submitted for inspection
3. Choose the Training Verification link.
   a. Choose the employee you want to submit for verification.
   b. Choose the qualification that you want verified for that employee. (FFT2, FFT1, Faller, ENGB)

   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. It's ok if some items are not in the database as long as they have been reviewed.

   THE GREEN CHECK✓ DOES NOT SHOW THAT THE RECORD IS APPROVED, ONLY THAT THEY ARE ENTERED IN THE DATABASE.

   Once everything looks good you can click the SUBMIT RECORDS FOR VERIFICATION BUTTON.
   If something needs fixed or added you can jump to that person's records at any time by choosing the JUMP TO USER button.
   Once the record has been submitted, on the next screen it will show some documents you may have to send in to complete the verification.
   Once the verifier has received the proper documentation and the record verification request, the records will be reviewed and approved usually within a day or two.
   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 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. Be sure to send a list of employees you have submitted for review that go with the payment.
5. Records will not be inspected without advance payment unless arrangements have been made.

Process When Records Reach Verifier

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