



# PART B: CHECKLIST



Items to be arranged in the following order, if provided to ABCFP in a batch PDF file with bookmarks. If these documents are submitted by email in separate files then the order is not specified. All documents are to be submitted in English. Translated documents to be provided if original documents are not in English

**Please refer to the File Naming Protocol for directions on how to name each file submitted.**

Fee has been paid (cheque attached payable to ABCFP).

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Transcripts have been sent to ABCFP by issuing institutions, at the applicant's cost.

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Transcripts have been translated by a certified translator, as arranged with ABCFP, at the applicant's cost.

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Transcripts have been reviewed by a recognized credential assessment agency, as arranged with ABCFP, at the applicant's cost.

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Course descriptions are included and translated (digital), at the applicant's cost.

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Three Guarantors have provided Guarantor Feedback Forms directly to the ABCFP (hard copy or digital).

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Translation of Guarantor Feedback Forms has been provided to the ABCFP, at the applicant's cost.

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Self Assessment Matrix is complete and cross referenced with supporting documents (digital)

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CV (Curriculum Vitae) is current and has line numbering (digital).

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Applicant Declaration is less than 2 pages long and has been signed by the applicant (digital).

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Supporting documentation has been supplied (digital) – please list below:

# PART C: DECLARATION



I have taken the actions and provided the documents checked above. I hereby certify that the submission I am making is true, accurate, and current. By signing below, I understand that the results of my competency assessment will be used to build a database of assessed and recognized credentials, as well as a precedent library to ensure consistency across jurisdictions. Information on any steps I am required to take to fill competency gaps may be shared to build consistency. My name and other personal information such as marks will not be shared unless I request membership transfer between provinces.

I understand that making false or misleading statements may be considered professional misconduct. Such statements may result in expulsion from the assessment process, loss of assessment fee, and if discovered later, disciplinary action by the regulatory body, up to and including removal from the professional regulatory body.

**Signature**

**Date Signed**