**RFT Assessment Process**

**Applicant Submission Checklist – For Registrar use only**

**Background**

The purpose of this document is to summarize the documents that the Registrar must ensure are part of each applicant’s portfolio.*.*

**Specific Document Naming Protocol**

The Registrar will ensure that documents are received in the following format with the specified naming protocol and then provide these digital files to assessment panels in the following order. PDF files should be bookmarked and zipped.

| **Number** | **Requirement** | **File Name** | **Registrar Checks For:** |
| --- | --- | --- | --- |
| 1 | Application Form completely checked by applicant | [APPLICANT NAME] application form [DATE].pdf | Check form for completeness |
| 2 | Applicant Declaration | [APPLICANT NAME] declaration [DATE].pdf | Check form for completeness (signed/dated) |
| 3 | CV documenting relevant work history, with numbered lines | [APPLICANT NAME] cv [DATE].pdf | Check if line-numbered |
| 4 | Transcript confirming that Registrar has received directly from issuing institution(s), in hard copy, verifying the prgrams courses completed | [APPLICANT NAME] transcript [DATE].pdf | Add pdf copy to portfolio (should be available from candidate’s file) if necessary; include additional transcript sent from other institutions |
| 5 | A translation, from certified translator, if applicable | [APPLICANT NAME] transcript translation [DATE].pdf | Ensure translation copy is certified/signed by certified translator or a registered member |
| 6 | Third party degree credential authenticity and equivalency check to Canadian university standards, if applicable | [APPLICANT NAME] transcript credentials [DATE].pdf | Add pdf copy of report (e.g., ICES, ICAS or IQAS) providing transcript document to portfolio (should be available from candidate’s file) if necessary; |
| 7 | Course outlines for the courses noted in the applicant’s Self Assessment Matrix to support demonstrable competencies | [APPLICANT NAME] course outlines [DATE].doc | Check that sufficiently detailed course outline are provided for all courses |
| 8 | A translation of course outlines from certified translator, if applicable | [APPLICANT NAME] course outline translations [DATE].pdf | Ensure translation copy is certified/signed by certified translator or a registered member |
| 9 | Guarantor forms have been provided | [APPLICANT NAME] guarantor form [GURANTOR NAME] [DATE].pdf | Provided directly by the Guarntor(s). Check for completeness of information. |
| 10 | Specific performance indicators in the Self Assessment Matrix are validated with experience-based evidence (i.e., not education-based with proof by transcript, course outlines, or other) have been signed off by one or more witnesses | Guarantor initials inserted in MS excel self-evaluation spreadsheet | Check that Guarantor initial(s) are inserted  Check that all experience-based columns have been signed off |
| 11 | Guarantor Forms have been translated, if applicable | [APPLICANT NAME] guarantor form translation [GUARANTOR NAME] [DATE].pdf | Ensure translation copy is certified/signed by certified translator or a registered member |
| 12 | Self Assessment Matrix fully completed and with witness sign-off | [APPLICANT NAME] self assessment [DATE].xls | Check that witness initial(s) are inserted  Check that all experience-based columns have been signed off. |
| 13 | Supporting documents such as published papers and management plans | [APPLICANT NAME] [DOCUMENT NAME] [DATE].pdf | Check if supporting documents are included |

**Suggested Do’s & Don’ts to applicants & guarantors:**

For Applicants:

1. Applicant needs to submit only relevant information. Course outlines, publications, professional documents and other extra information that are not cited in the spreadsheet and/or are not supportive of the assessment should not be included in the applicant’s portfolio.
2. Applicant must clearly identify the specific line numbers on CVs being cited for a specific indicator. For example, avoid referring to lines that refer to the name of educational institution or program completed as those are better represented by specific course numbers. Also, avoid citing huge portion of line numbers to cover a performance indicator i.e. 25-50 and/or repeatedly using same series of line numbers for various indicators as this raises a flag for the assessors. Avoid referring to a job title in your CV and instead provide enough detail of your tasks that specifically addresses the indicator.
3. Applicant is encouraged to identify the specific section where a specific indicator/competency outcome is mentioned in the course outline.

**For Guarantors:**

1. Guarantors cannot sign off on performance indicators if they do not have direct knowledge of the applicants ability to meet the requirement through work experience as referenced in the self-assessment matrix and CV.
2. Guarantors requiring better understanding and guidance about their specific role in this process should contact the Registrar.
3. Guarantors are required to complete the competency chart portion (page 2) of the Guarantor Form and apply their signatures on this form, not on the spreadsheet. More than one Guarantor is allowed to sign off on each performance indicator.

It is the applicant’s job to convince the assessment panel of their qualifications. This is a difficult process so sloppy work is not permitted. Expect to spend considerable time collecting information, and completing the forms required and preparing a complete application. Don’t be lazy, don’t fill with fluff, provide details and specificity. Applicants need to do the groundwork and dig up the information required. This may be difficult in cases where the courses were taken several years ago and with foreign applications. A poorly prepared application reflects poorly on the applicant.