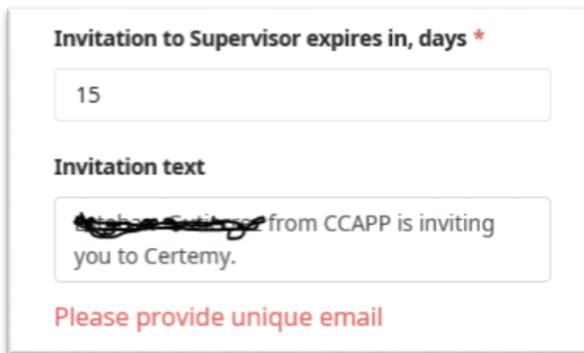


Tips for Initial Applications on Certemy - Supervisor Step

For the Applicant

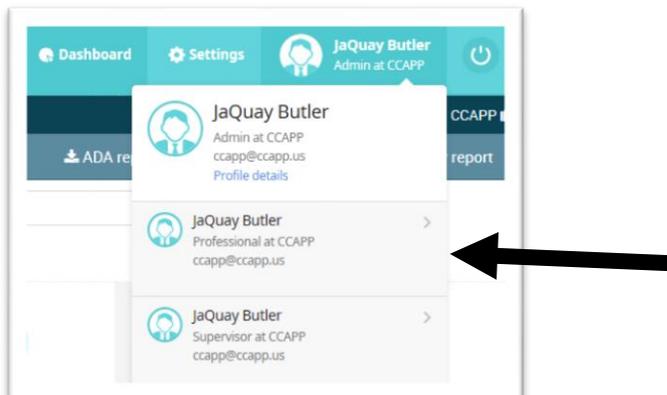
1. There are three steps the supervisor will be invited via email to complete.
 - Verification of Hours
 - Practicum Hours
 - Internship Evaluation
2. If your supervisor is having issues with Certemy, please have them call the office for assistance. Having your supervisor call, instead of you, will allow us to solve the problem quicker.
3. If you are getting this message ([see below](#)) the supervisor already has a 'supervisor account' created on certemy. No other action from your part is needed.



For the Supervisor

Steps to creating a supervisor account on Certemy

- Step 1: Click on the link that was sent to your email
- Step 2: Fill out the form (asks for name, email, etc.)
- Step 3: Log onto Certemy using the same information you put in the step 2
- Step 4: Begin filling out information using the supervisor account
- Step 4a: If you are certified with us, and you use the same email for your professional account, hover your mouse over your name and the supervisor profile will show ([see below](#)). Click on the supervisor profile to begin filling out the information.

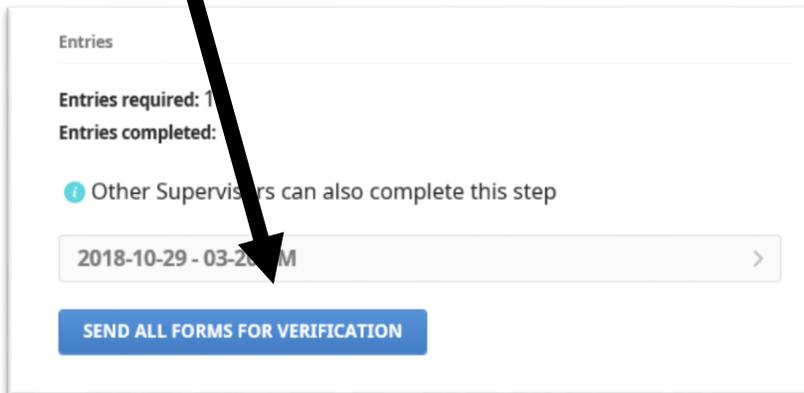
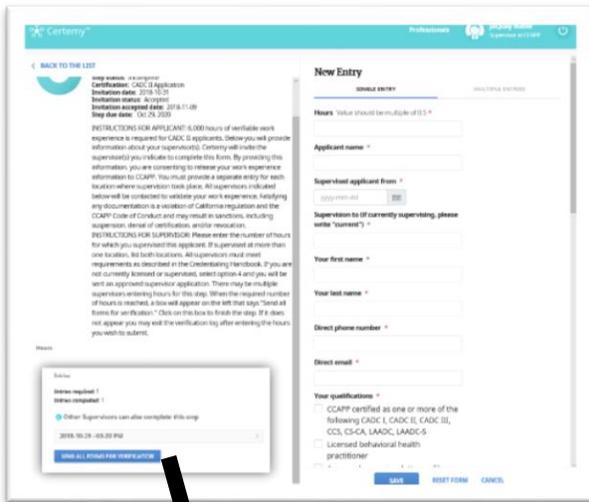


Step 4b: If you are certified with us, and you use a different email from your professional account (i.e. a personal email) when you create your Supervisor Account on Certemy please note you will have two separate accounts on Certemy and will need to sign in accordingly (see below).

	JaQuay Butler	JG@KMAIL.ME	CCAPP	PROFESSIONAL
	JaQuay Butler	CCAPP@CCAPP.US	CCAPP	SUPERVISOR

***Step 4a and 4b depend on whether you use the same email associated with your professional account or if you use a different email.*

1. When completing the steps for the applicant, you must click on **‘Send all Forms for Verification’**, in order for us to be able to review the documentation (see below).



- If the bubble is still **WHITE** - “**Send all Forms for Verification**” has not been clicked and the step has not been sent for verification (see below).



- Please be mindful that when the requests are sent, they have a time limit. **If the request is not completed within the time limit, it will time out and delay the review process.** In order to avoid delays for the applicant, supervisors must complete the request within the allotted time.
- **Practicum Hours Log**** When a step is sent for verification and is rejected the supervisor has to remove the entry. Since this step **only allows two entries**, if two entries were made (and both were rejected), at least one of the entries must be removed to avoid being locked out from completing the step (see below).

