

How the OFRC Certification Process Works

- Applicant purchases the Certification Packet.
- Applicant completes the packet.
- Applicant mails in or submits the packet to the OFRC office. *
- Administrative director reviews the applicant's materials and determines that everything requested is there and divides the materials to send to the Certification Review Committee (CRC).
- If some materials are missing the Administrative Director contacts the applicant and asks for the missing material.
- Applicant's packet is mailed to each member (3) of the Certification Review Committee.*
- Each member of the committee reviews the materials submitted, checking coursework against the requirements, work hours, etc. Committee members talk to each other by telephone or electronically if there are questions or concerns. If there are questions or the committee wants additional information, one member will email or call the applicant to have the question answered or have the person provide additional information. For example, the type of assessment training, outside of a college course, the applicant may have had might be additional information the CRC wants to see.
- The Packet Checklist sheet is completed by each of the reviewers and returned to the OFRC office. *
- The Administrative Director or Certification Review Committee chair tells the applicant the status of their application. These would include: Approved, Conditional Approval, Tabled, Denied and a reason is given for the decision.
- Upon Approval the exam can be scheduled at the mutually convenient time of the applicant and OFRC office.
- A monitored Certification Exam is taken by the applicant.
- Exam is mailed to the CRC Chair to be graded.* Chair grades the exam.
- CRC Chair notifies the applicant of their score on the exam, either by email, telephone, as well as by letter.
- A certificate is prepared and sent to the applicant, along with other materials, by the OFRC Administrative Director. *

* Indicates a place where the USPS plays a part in how speedily the process can work.