

VERIFYING A STUDENTS PROFESSIONAL EXPERIENCE REQUIRED FOR CERTIFICATION (PERC) SUBMISSION ONLINE

INSTRUCTIONS FOR VERIFIERS

1. You will receive an email with a link to the student's file for you to review.
2. You will find six tabs across the top of the employment file. Below is a description of each tab, its function and relevance to you as a verifier.

File Details

This tab contains information specific to the organization the student works for and the student's employment position. Please review this tab before moving on to the Questionnaire tab.

Questionnaire

This tab contains the specific examples for each of the competency statements in the student's questionnaire. Click on each section containing responses for review and approval. If you disagree with the students statements you must provide an explanation in the "feedback to students" box. You will be able to view any answers and comments a supervisor has provided in this tab.

Attestation

In this tab you respond "yes" or "no" for each statement, in three areas, supporting if the student is performing the necessary competency at a professional level. There are three "professionalism forms" you must assess:

- Ethics and Trust
- Communication
- Professional Self-Evaluation

Notes

In this tab you can post permanent comments on the students file and view any notes the student or their supervisor has posted.

Attachments

This tab contains documents uploaded by the student to support their employment file.

Declaration

After reviewing and responding to the questionnaire and attesting to the "professionalism forms", the declaration tab is the final step in the confirmation process. Here, you declare your relationship to the student as at arms-length and professional and confirm the information you provided is true.

3. If you are an external verifier, please check the box provided to indicate this.
4. Confirm your designation.
5. Click "submit" to complete your review.