

Quick Reference Guide for Certification Program Administration

Pre – Certification Session			During Certification Session						Post – Certification Session		
Done	Who	What	Done	Who	What	Done	Who	What	Done	Who	What
<input type="checkbox"/>	H	Host Submits: ○ Certification Host Application ○ Certificate of Insurance			Candidate presents to Evaluator: ○ Completed SPRAT Field Evaluation Form ○ Documented Rope Access experience ○ Government issued photo ID ○ Liability Waiver			Evaluator conducts Written Exam. *A proctor may be designated if the Evaluator is unable to administer the Written Exam. Proctor must: ○ Sign Affidavit ○ Follow the Proctor Guide in its entirety	<input type="checkbox"/>	E	Evaluator prepares paperwork and gives to Host to be returned to SPRAT.
<input type="checkbox"/>	S	SPRAT Sends: ○ List of Authorized Evaluators ○ How to Host a Successful Certification Session	<input type="checkbox"/>	C		<input type="checkbox"/>	E		Evaluator (or proctor) grades the test and records the score on the Candidate's Evaluation Form.	<input type="checkbox"/>	H
<input type="checkbox"/>	H/E	○ Host provides payment to Evaluator based upon agreed upon terms.				<input type="checkbox"/>	E				
<input type="checkbox"/>	E	Evaluator confirms Session with SPRAT Sends: ○ Completed Host/Evaluator Contract	<input type="checkbox"/>	H	Host Submits: ○ Electronic Photos of each Candidate	<input type="checkbox"/>	E	Evaluator reviews results of the Field Evaluation and Written Test with the Candidate. Evaluator Signs Evaluation Form.			
<input type="checkbox"/>	E	Evaluator confirms sufficient on hand quantities: ○ Evaluator Packets	<input type="checkbox"/>	E	Evaluator conducts Site Safety Survey	<input type="checkbox"/>	C	Candidate signs the Evaluation Form.	<input type="checkbox"/>	S	SPRAT Verifies receipt of all materials.
<input type="checkbox"/>	S	SPRAT sends (if needed): ○ Evaluator Packets	<input type="checkbox"/>	E	Evaluator conducts Field Evaluation	<input type="checkbox"/>	E	Evaluator prepares provisional Certification and gives to Candidate.	<input type="checkbox"/>	S	SPRAT issues final Certification.