

ENTF AEE AFRICA CERTIFICATION RENEWAL/UPGRADE APPLICATION PROCESS

DEADLINES 2017

- Round 1 of 2017: Friday, 24 February 2017
- Round 2 of 2017: Friday, 30 June 2017
- Round 3 of 2017: Friday, 3 November 2017

DEADLINE	ACTIVITY
Deadline week	Candidates complete, sign and submit full renewal application with required documentation to CA
Week 1:	Certification Administrator collates the applications and documentation into the filing system for each candidate
	Certification Coordinator and Administrator verifies all documentation and applications received
	Certification Administrator communicates any additional information required to substantiate the application, as well as outstanding documentation
Week 2:	Candidate submits the outstanding information, if any
	Certification Administrator and Coordinator verifies final applications
	Certification Administrator compiles the AEE review and recommendation sheets
	Certification Coordinator submits to the AEE for international review
Week 3:	AEE international application reviews
Week 4:	Certification Coordinator follows up on status of reviews and handles AEE enquiries on reviews
Week 5:	Certification Administrator communicates renewal application status to candidates by email – successful candidates receive emailed copy of the certificate
Week 6:	AEE ships original certificates to EnTF after names are checked on scanned certificates
Week 7:	EnTF ships original certificates to each candidate, or the candidates' organising body/chapter
	<i>Candidates with incomplete submissions will stand over until the next deadline</i>

Download your Renewal or Upgrade Application Form and submit to certification@entf.co.za for review.