

ENTF AEE AFRICA CERTIFICATION 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
Week 1 – Submission Round deadline week:	Candidates complete, sign and submit certification application form with required documentation to the Certification Administrator
Week 2:	The Certification Administrator collates the applications and documentation into the filing system for each candidate
Week 3:	The Certification Coordinator verifies all applications received
	Certification Administrator communicates any additional information required to substantiate the application
	Candidate submit the outstanding information, if any
Week 4:	Certification Coordinator verifies final applications
	Certification Administrator compiles the review files for the AEE Africa Board and ships files with evaluations to Board Members
Week 5-6:	AEE Africa board evaluation and peer review process
Week 7:	Certification Administrator follow up and collates all the Board feedback information into the AEE format
	Certification Coordinator verifies Board feedback and gathers final requirements for successful application
	Certification Coordinator submits applications to the AEE
Week 8-11:	AEE International Certification Board review
Week 12:	Certification Coordinator starts following up AEE feedback on applications and deals with any enquiries from AEE regarding submissions
Week 14:	Certification Administrator communicates renewal application status to candidates by email – successful candidates receive emailed copy of the certificate
Week 15:	AEE ships original certificates to South African CC
Week 16:	Ships original certificates to each candidate, or the candidates' organising body/chapter

Download your Certification Application Form and submit to certification@entf.co.za for peer review.