



CERTIFICATION PROCESS CHECKLIST FOR SERVICES

Instructions for use:

This form is intended solely as a guide for service and college staff. It does not need to be completed or submitted to the RPPEO.

20 Business Days (4 Weeks) Prior to the Certification Event

- Advise RPPEO of the number of certification candidates being sent to the certification event.
 - Number of PCPs
 - Number of ACPs

10 Business Days (2 Weeks) Prior to the Certification Event

- Update RPPEO on the number of certification candidates being sent to the certification event.
 - Number of PCPs
 - Number of ACPs
- Advise certification candidates of the location and time of their certification test

5 Business Days (1 Week) Prior to the Certification Event

- Submit Certification Request Forms and, if applicable, Certification Referral Forms, to the RPPEO
 - E-mail: certification @bh.ogh.on.ca
 - Fax: 613-737-8871
 - Mail: The Ottawa Hospital
General Campus
RPPEO
ATTN: Certification Portfolio
Box 303, 501 Smyth Road
Ottawa, ON
K1H 8L6



REGIONAL PARAMEDIC PROGRAM
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SERVING TOGETHER

1 Business Day Prior to the Certification Event

- If agreed upon, deliver equipment to the certification event test site or RPPEO office.