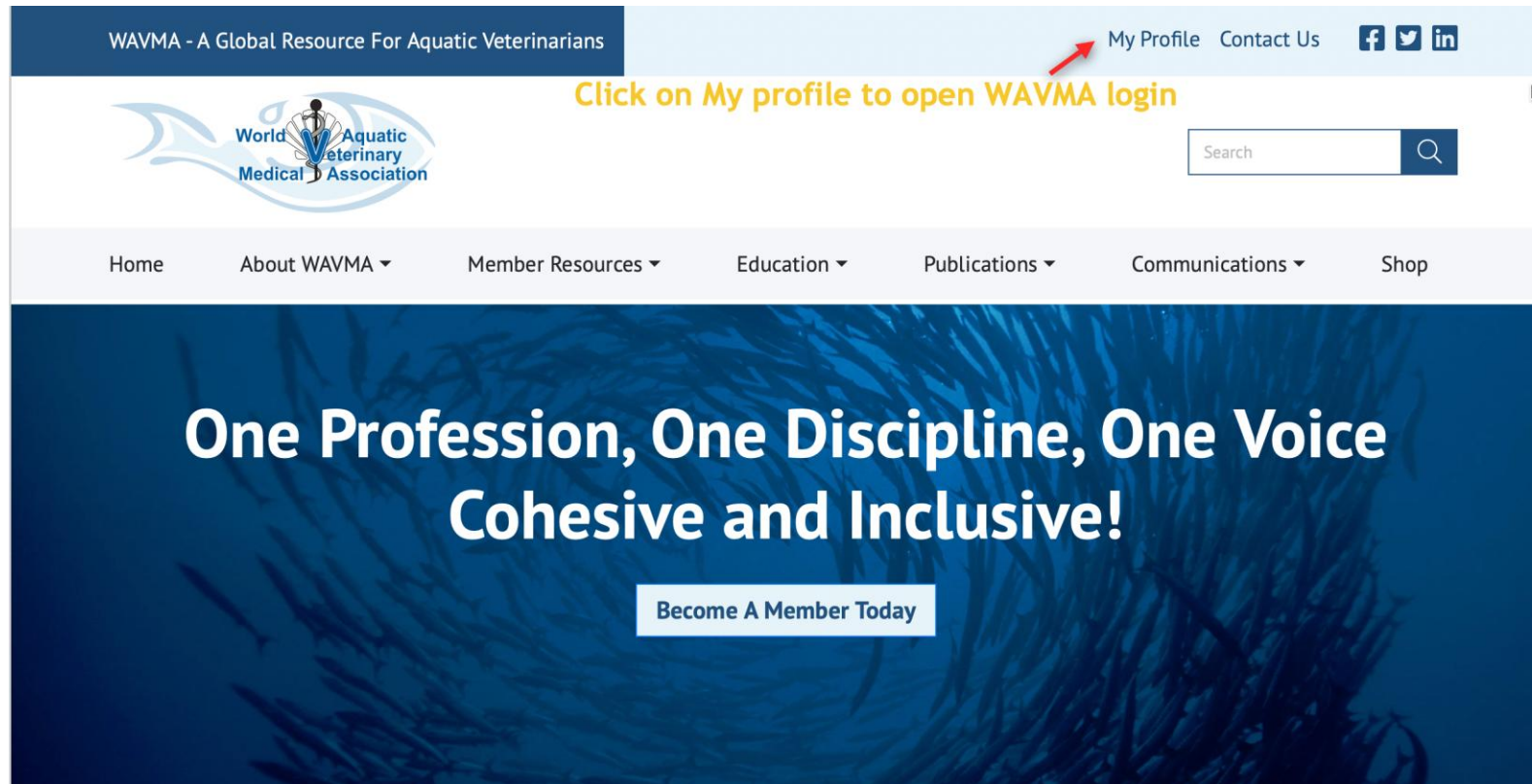


Using the Automated WAVMA CertAqV, CertAqVNT System





You've received an auto email notification from WAVMA Admin.

- **Please log in to your WAVMA Profile.**
- Candidates/Renewals will see a new Tab in their profile – **Certification Program**. A receipt for payment can be found in the **Payments Tab**.
- Mentors will see a new Tab called **Mentoring**. Here you can accept or reject being the candidate's mentor.
- Adjudicators will see a new Tab called **Adjudicating**. Here you can accept or reject adjudicating a submission.
- Executive Board members will see a new Tab called **Board Approvals**.





Log in to WAVMA Profile:

WAVMA - A Global Resource For Aquatic Veterinarians [My Profile](#) [Contact Us](#) [f](#) [t](#) [in](#)

[Home](#) [About WAVMA ▾](#) [Member Resources ▾](#) [Education ▾](#) [Publications ▾](#) [Communications ▾](#) [Shop](#)

Username 

Password [Lost Password?](#) 

☐ Remember Me

If you have not signed in before to the new site please use the [lost password](#) link to reset your password.

[Sign In](#)

Email address - same as on the notification email

If forgotten password, click on the lost password box below.
If you do not receive in a couple of minutes, check response email has not gone to spam

Candidate Tab 1: Example of what you see

Please note that certain areas of our website, including access to members-only areas, may be restricted until the Administrators verify information in your record.

Helpful Hint: If you have given us permission to display your information in the [WAVMA Member Directory](#), you can go there to see how your information is listed to ensure accuracy. We encourage you to keep your information updated and as complete as possible.

You will find a receipt for your certificate payment here

[Current Membership](#)

[Contact Information](#)

[Preferences](#)

[Payment History](#)

[CEPD](#)

[Certification Program](#)

Current status within process

[Cert AqVN/T applications](#)

In progress

WAVMA Certified Aquatic Veterinary Nurse/Technician (CertAqVN/T) Program

Add KSE credits and supporting documents

Date that you applied:

Click to open new window where you can select or change mentor. Add KSE credits to online form and append supporting documents

Candidate Tab 2: Example of what you see

WAVMA Aquatic Veterinarian Certification Program

Applicant: [Redacted]
Mentor: [Redacted] (Assigned)

Switch mentor

Mentors **KSE**
Description

Select a mentor..

+ Instructions

Submit

Add amount of KSE claimed

Click to add new KSE entry line

Click to email selected mentor

Add supporting documents

Edit KSE Entry

Delete KSE entry

PRE-CLINICAL SUBJECTS

KSE Module 1: Aquatic Environment and Life Support Systems

	KSE Source	Applicant Claimed Credits	Mentor Approved Credits	Supporting Documents	
[Redacted]	A	[Redacted]			Add credits
B-1010: Water Quality 101 for Practising Veterinarians Presenter: Dr. Richmond Loh Date: April 10, 2015 Time: 12:00 AM UTC	A	[Redacted]			

Candidate Tab 3: Example of what you see

Candidate Tab 3: Example of what you see




Click here to submit to mentor. The system will only allow you to do so when you have sufficient overall KSE and sufficient for each module. [Submit for review](#)

Upload any additional supporting documents here (CV, Vet degree etc). Allowed filetypes: pdf, doc, jpg, jpeg, png

Please ensure your documents are below 20MB (per file) Do not add any KSE supporting documents here. This is for your CV, evidence of licensure/registration, or employer letter of support/validation of clinical experience.

Drop files here to upload

Additional supporting documents: [Files added to the above box are listed here](#)

  .pdf 

Found at the bottom of the online KSE Credit Record form

Found at the bottom of the online KSE Credit Record form

Candidate Tab 4: Reviewers request further information

- You will be notified by auto email.
- Comments will be listed at the bottom of your KSE form.
- Make the necessary edits.
- Click the submit button at the bottom of the KSE page. This will send your edited submission back to the reviewers.
- **Note:** Your mentor will not be informed of this so it may be worth discussing any edits first with them.

Certificate Renewal Tab 1: Example of what you see (from CertAqV Renewal page on WAVMA website)

Renewal Process

Per the current CertAqV Program requirements, to continue to be recognized as a Certified Aquatic Veterinarian and utilize the CertAqV honorific, previously certified individuals will need to renew every 5 years. In order to renew, the following must be met

- Be a current member and maintain being a WAVMA Full Member;
- Document at least 50 hours of aquatic veterinary CEPD acquired over the previous 5 years; and,
- Pay the \$50 (USD) non-refundable CertAqV renewal fee.

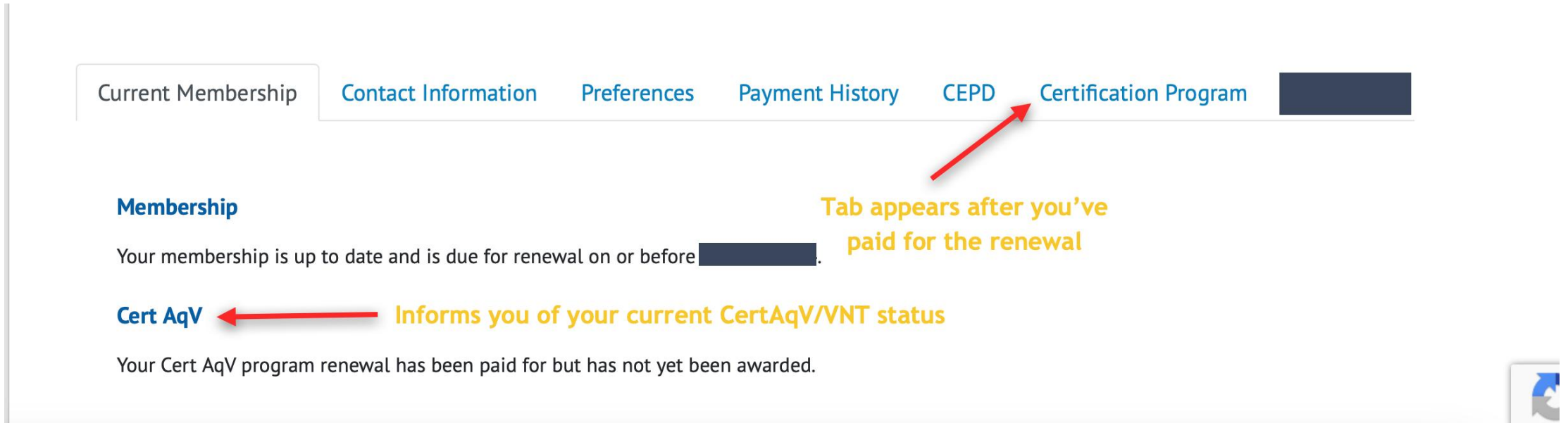
After you have paid your CertAqV renewal fee, a new tab will open in your member profile "Certification Program". You will be able to complete the KSE form online from there. The WAVMA Credentialing Committee will evaluate your renewal application. If they are satisfied, they will submit your renewal application to the WAVMA Executive Board for review. If your Certified Aquatic Veterinarian honorific is renewed, you will receive an email notification and have access to your certificate through your Member Profile.

Click here to download a "blank" CertAqV Renewal Form, to use as **a template/draft. Do not use it for your renewal application.**

For questions or problems, please contact the Program Administrator. (CertAqV-Admin@wavma.org and Administrators@wavma.org)

[CertAqV Renewal page](#) (similar information is seen for [CertAqVNT](#)). You will need to be logged in to your WAVMA profile to access the page.

Certificate Renewal Tab 2: Example of what you see



The screenshot displays a user interface with a horizontal navigation bar at the top. The navigation bar contains several tabs: 'Current Membership', 'Contact Information', 'Preferences', 'Payment History', 'CEPD', 'Certification Program', and a dark blue tab. A red arrow points from the text 'Tab appears after you've paid for the renewal' to the 'Certification Program' tab. Below the navigation bar, the 'Membership' section is visible, with the text 'Your membership is up to date and is due for renewal on or before [redacted]'. Below this, the 'Cert AqV' section is highlighted with a red arrow pointing to it from the text 'Informs you of your current CertAqV/VNT status'. The text in the 'Cert AqV' section reads: 'Your Cert AqV program renewal has been paid for but has not yet been awarded.' A small icon is visible in the bottom right corner of the interface.

Current Membership Contact Information Preferences Payment History CEPD Certification Program [redacted]

Membership

Your membership is up to date and is due for renewal on or before [redacted].

Cert AqV ← Informs you of your current CertAqV/VNT status

Your Cert AqV program renewal has been paid for but has not yet been awarded.

Tab appears after you've paid for the renewal

New Tab "Certification Program" appears after you've paid the renewal fee.
Click on the Certification Program tab to open the CertAqV renewal form.

Certificate Renewal Tab 3: Example of what you see

CertAqV-Renewal

Applicant: [REDACTED]

Please add 50 credit hours of aquatic veterinary Continuing Education and Professional Development (CEPD) to this form.

Please upload a current CV.

When completed submit it for review and approval.

[+ Full Instructions](#)

RENEWAL	Applicant Claimed Credits	Supporting Documents	
KSE Credits			Add credits
			Submit for review

Click to add a new
KSE Credit

Click to submit for
adjudicator review

[Upload any additional supporting documents here \(CV, Vet degree etc\). Allowed filetypes: pdf, doc, jpg, jpeg, png](#)

Please ensure your documents are below 20MB (per file)




New window that opens after clicking on green “Add KSE...” button.
Note: You do not need to identify a mentor to renew.

Certificate Renewal Tab 4: Example of what you see

CertAqV-Renewal

Applicant: [REDACTED]

Attached supporting document. In this case a manually filled in KSE form. It is preferable that you list each KSE credit claimed separately within the online form

RENEWAL	Applicant Claimed Credits	Supporting Documents
KSE Credits		
See attached document	100	
Credits claimed for Renewal [minimum 50 credits required] (Max 100 credits)	100	

Additional supporting documents:

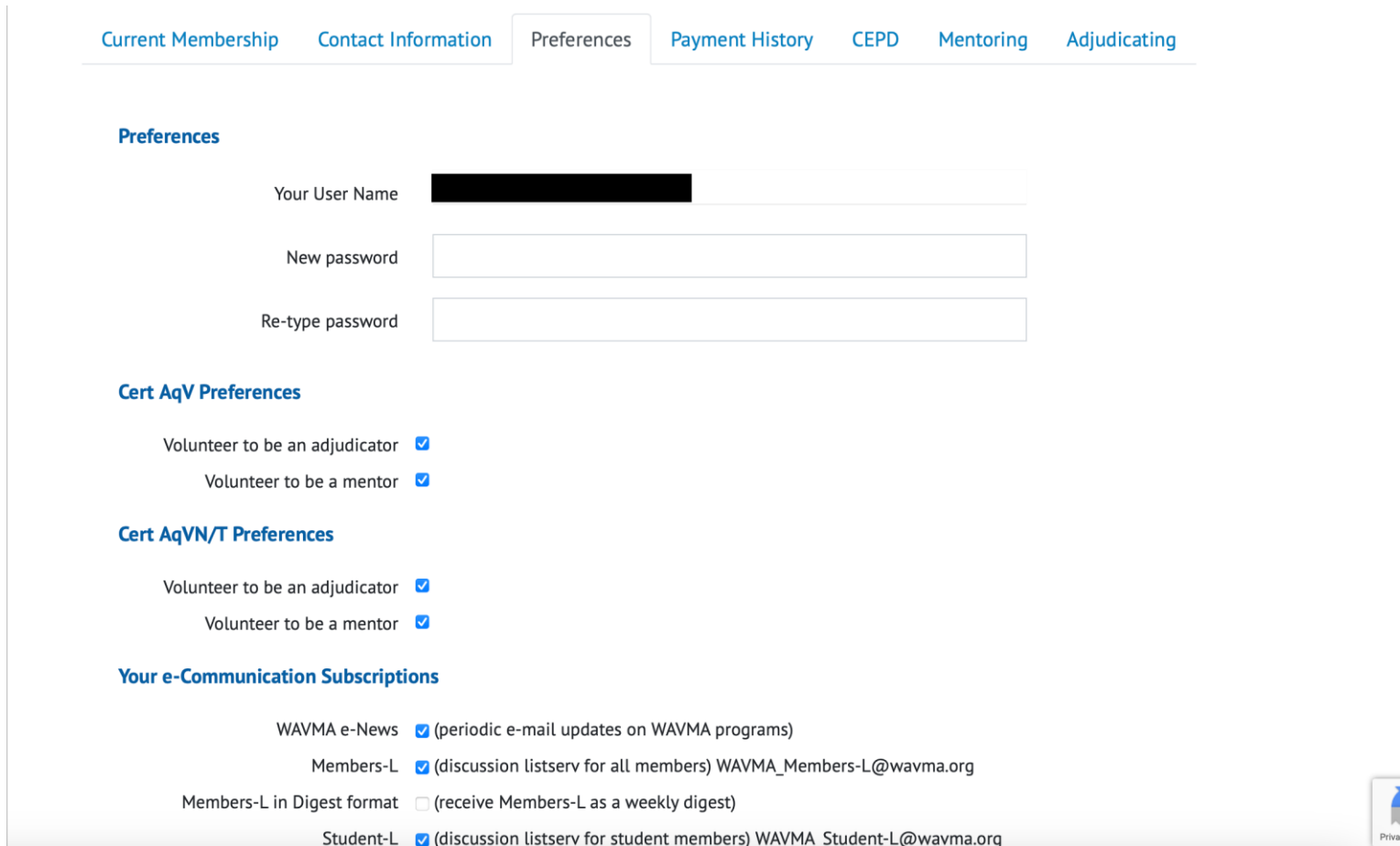
The system will not allow you to submit unless you attach a current CV



Example of submission ready to submit for adjudication. The adjudicators will be able to download both Word docs to review

Mentor/Adjudicator Role 1:

- You can select/deselect being a mentor or adjudicator in your WAVMA profile at any time – **Preferences Tab**. Options appear if you are current CertAqV/CertAqVNT. Remember to click the green Save button at the bottom of the page.
- If you hold CertAqV you can mentor and adjudicate for both certificates.
- If you hold CertAqVNT then you can only mentor or adjudicate for CertAqVNT candidates. Only this option will be visible.



The screenshot displays the 'Preferences' tab of a WAVMA user profile. At the top, a navigation bar includes links for 'Current Membership', 'Contact Information', 'Preferences' (which is highlighted), 'Payment History', 'CEPD', 'Mentoring', and 'Adjudicating'. Below the navigation bar, the 'Preferences' section is divided into three main areas: 'Personal Information', 'Cert AqV Preferences', and 'Your e-Communication Subscriptions'. In the 'Personal Information' section, there are input fields for 'Your User Name' (containing a redacted name), 'New password', and 'Re-type password'. The 'Cert AqV Preferences' section contains two checked checkboxes: 'Volunteer to be an adjudicator' and 'Volunteer to be a mentor'. The 'Cert AqVN/T Preferences' section also contains two checked checkboxes: 'Volunteer to be an adjudicator' and 'Volunteer to be a mentor'. The 'Your e-Communication Subscriptions' section lists four subscription options, all of which are checked: 'WAVMA e-News (periodic e-mail updates on WAVMA programs)', 'Members-L (discussion listserv for all members) WAVMA_Members-L@wavma.org', 'Members-L in Digest format (receive Members-L as a weekly digest)', and 'Student-L (discussion listserv for student members) WAVMA_Student-L@wavma.org'. A 'Privacy' icon is visible in the bottom right corner of the page.

Current Membership Contact Information **Preferences** Payment History CEPD Mentoring Adjudicating

Preferences

Your User Name

New password

Re-type password

Cert AqV Preferences

Volunteer to be an adjudicator ☒

Volunteer to be a mentor ☒

Cert AqVN/T Preferences

Volunteer to be an adjudicator ☒

Volunteer to be a mentor ☒

Your e-Communication Subscriptions

WAVMA e-News ☒ (periodic e-mail updates on WAVMA programs)

Members-L ☒ (discussion listserv for all members) WAVMA_Members-L@wavma.org

Members-L in Digest format ☐ (receive Members-L as a weekly digest)

Student-L ☒ (discussion listserv for student members) WAVMA_Student-L@wavma.org

Privacy

Mentor Tab 1: Example of what you see

Please note that certain areas of our website, including access to members-only areas, may be restricted until the Administrators verify information in your record.

Helpful Hint: If you have given us permission to display your information in the [WAVMA Member Directory](#), you can go there to see how your information is listed to ensure accuracy. We encourage you to keep your information updated and as complete as possible.

Current Membership

Contact Information

Preferences

Payment History

CEPD

Mentoring

Adjudicating

Appears if you're a mentor

Candidate mentoring

Whether CertAqV or CertAqVNT

Cert AqVN/T applications

Candidates name

The system has assigned you as mentor

Where candidate is within the system at this point no KSE submitted. Candidates name remains after process completed but with no Status information

Candidate	Mentoring Status	
██████████	Assigned	Cert AqVN/T In Progress

When you receive an automated email requesting you be a mentor, please go to your WAVMA profile, click on the mentoring tab and then agree/disagree to be a mentor. Then click submit. The status will move to assigned.

Mentor Role 2:

- If you're requested to discuss the certificates with a potential candidate before they sign up, please provide advice on "past experience they can use", "what tasks they might need to focus on to complete", and most importantly, an opinion on whether they are likely to complete in the one-year time span allowed.
- It is a requirement of CertAqV that you are a WAVMA member, complete the CertAqV within one year of application, and that you are a licenced/registered veterinarian. **For students, applying for CertAqV this means they need to graduate within one year of applying.** Students can gain appropriate KSE's prior to applying.
- Best advice is that an applicant apply for CertAqV when they are close to completing the requirements
- Ensure they have read the current Handbook (available to download from appropriate certificate pages) and are aware of the current regulations.
- If you agree to be a mentor outside the system, the candidate will have to select you from the "select a mentor" box within the system. If your name is not listed there, check whether the check boxes are ticked in your WAVMA profile – **Preferences Tab**.
- You are free to accept or decline the role of mentor at any time. You do not need to provide a reason, but it is polite if you do.
- You can initially accept or decline within your **Mentoring Tab**. The candidate will receive an email notification from CertAqV-Admin/WAVMA Admin informing the candidate of your decision.
- The candidate can change mentor at any time, they can do this within their **Certification Program Tab**. Currently the mentor does not receive an automated email informing them of this. The candidate should inform the original mentor that they have changed mentor via a manual email. They do not need to provide a reason.
- There is no automated way for a mentor to decline once accepted. If a mentor finds they can no longer support a candidate, then please notify them manually (outside the system). The candidate can then find a new mentor by opening their **Certification Program Tab** and clicking the green "Add KSE credits and supporting documents" and clicking through the mentor list.
- Once assigned as a mentor, the candidates name will remain in your **Mentoring Tab**, even after the process has completed or the candidate has moved mentor (however you will not see any other information e.g., change of status etc.).

Mentor Role 3:

- The candidate is only able to submit (Click the green “submit for review button”) to the mentor once their KSE credits reaches the minimum KSE overall and there are sufficient KSE to complete each module.
- They also are required to submit their CV and proof of veterinary licensure/registration. The system will not allow them to submit unless these are attached. It is up to the mentor to check these documents have been attached. By adding supporting documents to the “Drop files here to upload” box this check can be circumvented. Please check with the applicant that all supporting documents have been uploaded (e.g. CV, licensure, employer support letter).
- Prior to submission, all communication needs to be done outside the system. This could be done by completing a “Word document” of the draft KSE credit form, the candidate taking a screenshot of the online KSE form and sending via email, or if happy, the mentee providing their login details to the mentor. It is up to you and the candidate how you do this.
- It is up to the mentor as to how frequently they communicate with their mentee. The system is set to send out auto email reminders to the candidate at six, three and one month prior to expiry of the one-year period. There is potential for CertAqV-Admin to provide a grace period of three months in exceptional circumstances. The mentor does not receive any reminders. This is based on the old system, where WAVMA (as an entity) took no interest until the applicant submitted.
- Where a candidate submits supporting documentation, it should be appended to the KSE record it is supporting, not just added to the “drop files here” at the bottom. This helps identify what the document is supporting as well as avoiding circumventing the need to submit a CV and evidence of licensure/registration.
- There is an issue with overly long file names e.g., using links to YouTube or linked through a Google search. If used, please use address shortening software or provide a direct link/web address.
- Where documents are used as supporting evidence for several KSE, do not attach multiple copies. Simply indicate the name of the supporting document in the KSE Credits column.
- Make sure the description, which should be clear and concise, and supporting document clearly support the KSE claimed. There will be multiple people reviewing the submission, with potentially multiple opinions. Providing clarity and sufficient information are paramount to a successful application.

Please add 50 credit hours of aquatic veterinary Continuing Education and Professional Development (CEPD) to this form.

Please upload a current CV.

When completed submit it for review and approval.

[+ Full Instructions](#) Click to open Click to edit and add supporting document

RENEWAL	Applicant Claimed Credits	Supporting Documents	
KSE Credits			Add credits
			Edit Delete
			Edit Delete
			Edit Delete
			Edit Delete
Credits claimed for Renewal [minimum 50 credits required]			

[Click to delete entry](#) [Submit for review](#)

Upload any additional supporting documents here (CV, Vet degree etc). Allowed filetypes: pdf, doc, jpg, jpeg, png

Please ensure your documents are below 20MB (per file)

Only add CV and Vet degree etc here Drop files here to upload

Example KSE Credit Renewal Form

Mentor Role 4:

- You will receive an auto email indicating the candidate has submitted their application to you.
- Please review via the **Mentor Tab** and either request further editing or submit for Adjudicator review.
- You will need to agree the KSE claimed in the online document.
- Tick checkbox to confirm applicant's degree etc. This can be done later by CertAqV-Admin but might delay awarding
- Do not send for adjudicator review until you are happy with the KSE record and supporting documents. Ensure it complies with the current regulations (see the current Handbook – [CertAqV](#) and [CertAqVNT](#)). If you have spotted any missing documents, please reject and return to the applicant
- Comments made in the Mentors Comment box (up to 1800 characters) will be available to candidate, adjudicators and EB. (See Mentor Role 5 if documents not in English)
- Once you submit for adjudicator review, you will no longer be able to suggest edits, add additional comments or request further evidence. However, if the adjudicators request further edits or information the candidate will be able to add documents and/or add additional items to the KSE form*.
- If you, as mentor, wish to know of any changes, you will need to discuss with the candidate outside the system.

* The mentor cannot agree any further KSE claimed. This is up to the adjudicators to approve.

WAVMA Aquatic Veterinarian Certification Program

Applicant:

Mentor:

(Assigned)

[Switch mentor](#)

Mentors

[+ Instructions](#)

PRE-CLINICAL SUBJECTS

KSE Module 1: Aquatic Environment and Life Support Systems

	KSE Source	Applicant Claimed Credits	Mentor Approved Credits	Supporting Documents
		15		
B-1010: Water Quality 101 for Practising Veterinarians Presenter: Dr. Richmond Loh Date: April 10, 2015 Time: 12:00 AM UTC	A	1.50		
Module 4: Aquatic Life Support Systems E-quarist Course Dr Robert Jones - The Aquarium Vet The foundation for excellent water quality. Examines the various types of filtration available, biofiltration, ozone and ultra-violet and their uses. Practical hydrology - pump selection etc. How to maintain optimum water chemistry and quality	A	15		

Example KSE Credit Screen

Please check the applicant's supporting documents for a Vet Degree and if found, confirm that it is valid by selecting the checkbox.

☐ I confirm that, to the best of my knowledge, the applicant has provided a valid vet degree

[Save changes](#)

Check box at bottom of page. Just above mentors comments

Confirm Applicant is Licenced/Registered

Mentor Role 5:

- Where a candidate submits documents other than in English, it is helpful if the mentor adds in the mentor comment box, “I confirm the validity” of the submitted documents.

Please check the applicant's supporting documents for a Vet Degree and if found, confirm that it is valid by selecting the checkbox.

☐ I confirm that, to the best of my knowledge, the applicant has provided a valid vet degree

Save changes

Mentor comments

This section only appears after candidates have submitted to mentor for approval. Add mentor comments here.
Comments can be seen by all

Board comments

This section only appears when submission is passed to the EB for approval. Board members can add comments here.
Comments can be seen by EB and Cert-AqV Admin and applicant

Additional supporting documents:



Found at the bottom of the KSE Credit Record form once submitted to mentor, EB

Mentor Role 6:

- Once you press submit for adjudication, your role in the process is effectively finished. Certainly, from within the automatic process.
- However, it is worth ensuring that the candidate is aware of how the adjudication process works:
 - The system only allows communication within the system between the adjudicators and the candidate, **and only if**, the adjudicators request additional information.
 - The candidate can see who the adjudicators are.
 - Before responding to a request from adjudicators, candidates may prefer discussing first with their mentor outside the system.
 - The system will automatically save any editing, but candidates **must** hit the re-submit button to move things forward. A simple visual reminder, if you've clicked re-submit, then the editing icons will disappear from the KSE form. Or scroll to the bottom of the page ,and if submitted, the green submit button will have disappeared.
 - The adjudicators should respond e.g. "approve" within 14 days of notification.
 - Once adjudicators approve, the application is sent to the WAVMA Board. They also have fourteen days for approval.
 - Given variability in "people availability" candidates should expect a one to two month delay from submission by the mentor to actual awarding. This approval time period does not impact the requirement to complete the certificate within one year.
 - Questions regarding the system should be emailed to both CertAqV-Admin and WAVMA Admin as both can see different aspects of the system. However, always consider we are all volunteers.

Adjudicator Tab 1: Example of what you see


Please note that certain areas of our website, including access to members-only areas, may be restricted until the Administrators verify information in your record.

Helpful Hint: If you have given us permission to display your information in the [WAYMA Member Directory](#), you can go there to see how your information is listed to ensure accuracy. We encourage you to keep your information updated and as complete as possible.

[Current Membership](#) [Contact Information](#) [Preferences](#) [Payment History](#) [CEPD](#) [Mentoring](#) [Adjudicating](#)

Candidate adjudicating

Cert AqV applications

Candidate	Date Assigned / Status	Credits and documents
	Approved	Link to submitted work

Appears if you are currently an adjudicator

Date assigned and approved when you complete approval

Click here to see candidates submitted KSE and any supporting documents e.g. certificates, CV, proof of registration/licence

Adjudicator Tab 2: Example of what you see

The screenshot shows the 'Adjudicating' tab selected in a navigation bar. Below the navigation bar, there are two sections: 'Candidate adjudicating' and 'Cert AqV applications'. A yellow text box explains that the link to submitted work remains until the other adjudicator approves. Below this, a table shows a candidate's status as 'Approved' and a green button labeled 'Link to submitted work'.

Candidate	Date Assigned / Status	Credits and documents
[Redacted]	Approved	Link to submitted work

Example screenshot of Adjudicating Tab

The screenshot shows a comments section with a blue header 'Add your comments here (these comments will be viewable by the Candidate and everyone involved in the approvals process)'. Below this is a large blue text box for comments. A 'Mentor comments' section is also visible, with a black redaction box covering the content. At the bottom, there are three buttons: 'Request additional supporting info', 'Approve this application', and 'Reject this application'.

Additional supporting documents:

Add any comments in the blue highlighted textbox above. Click on the appropriate button to request further information, approve, reject etc.

- These examples are self-explanatory, and the information displayed will change depending where in the process the candidate is.
- Please review all the documents you can see before approving or rejecting.
- Issues with the submission can usually be resolved by requesting additional information.
- Many of these issues are down to user error rather than the system.
- Adjudicator comments are separate to requesting additional information e.g., adding comments to the comment box will not count as a request for more information.
- Adjudicators are unaware of who the other adjudicator is. Only CertAqV-Admin and the Candidate know this.

Executive Board Tab 1 : Example of what you see

Current Membership

Contact Information

Preferences

Payment History

CEPD

Board Approvals

Membership



Cert AqV



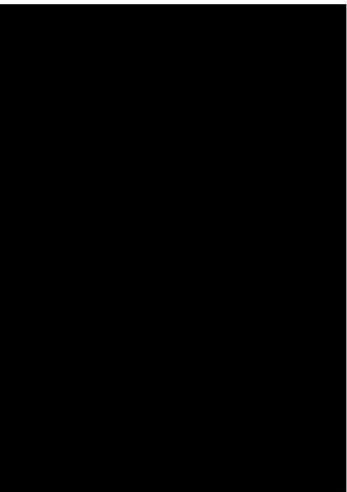
Click on Board Approvals
Tab to open new
window

Executive Board Tab 2: Example of what you see

Board Approvals

Cert AqV applications

Candidate(Name)



Date Assigned / Status

Rejected
21-04-2023
Approved
Approved
02-09-2023
02-09-2023
02-09-2023

Whether you've approved/rejected and date it was assigned for EB approval

Click to review application and approve/reject. Eight EB members need to approve

Credits and documents

Link to submitted work
Link to submitted work
Link to submitted work

The links to submitted work remain until the Board overall has approved/rejected

If sufficient Board members have approved/rejected, and you have not responded, then the date assigned remains and the green link button will disappear

Executive Board Tab 3: Example of what you see

- Scroll to bottom of KSE Credit Record form to Approve/Reject. See comments from the mentor and other EB members.
- Your Approval/Rejection will be recorded in CertAqV-Admin “Approvals Tab” as well as whether you have “voted”.

Mentor comments



Board comments



Additional supporting documents:

Approve this application

Reject this application

These buttons disappear once you've approved/Rejected the candidate

CertAqV-Admin Tab 1:

- CertAqV Admin has an additional WAVMA Profile Tab – Awards Admin:
 - This lists all candidates in the system. To see all current CertAqV/CertAqVNT you need to go to the appropriate web page.
 - **Submitted to Board** lists candidate name, date assigned to Board review, and whether each Board member has reviewed and Approved/Rejected.
 - Final approval is when at least 60% of the Board (currently requires 8 members) have approved.
 - **Adjudicator Assigned** lists candidate name, assigned adjudicators (two), date assigned and status (Approved/Rejected), list of available adjudicators (and an assign button), and a link to the candidate's submission. If the adjudicator does not respond within 14 days, then the candidate is reassigned to another adjudicator.
 - **Submitted to mentor** lists candidates name and date the candidate submitted to the mentor. They will only move from here to Adjudicator Assigned once the mentor clicks submit.
 - Candidates also move back to this status if their submission is rejected or there is a request for additional information. Once the candidate has edited their submission, the candidate needs to click "resubmit" which will move them automatically back to the Adjudicator Assigned status.
 - **In Progress** lists all candidate's names and the date they signed up for CertAqV. There is no information as to who is the mentor.
 - **Ready to Award** - Once the EB have approved, the certificate is then awarded (manually from within the Awards Tab of the CMS or from CertAqV-Admin screen). Date used should be date of EB approval.
 - For renewals it is easier to use the CMS as it provides the date previously approved (not just when applied). Ensuring candidate receives continuity of certificate.
 - The listing repeats for CertAqVNT

What the candidate sees on award:

- The candidate receives notification of the award via auto email.
- A copy of the certificate will appear in the **CEPD Tab** of their **WAVMA profile**.
- The candidates **Current Membership Tab** will list the certificate and any actions when they need to take it e.g., renewal after five years.
- If the candidate is listed in the Public or Member Only Directories CertAqV will be automatically added to their listed information. Currently not available for CertAqVNT.
- All current CertAqV and current CertAqVNT (been awarded and complied with requirements e.g., current WAVMA member) are listed on the appropriate Certificate page of the WAVMA website. Listing to these page is automatic (linked to your membership status).

What the Mentor & Adjudicator sees on award:

- Mentors will just see the candidates name listed in their **Mentoring Tab**.
- Adjudicators will just see the candidates name listed in their **Adjudicators Tab**.
- There is no longer access to the linked KSE and supporting documents.

Further Questions:

- If you have a query, then please contact both [CertAqV-Admin](#) and [WAVMA Admin](#). This should ensure a prompter reply, and both have access to different areas of information within the system.
- Please provide as much information as possible to help identify what the issue maybe. Describe what you were doing and if possible, include screenshots.

Summary of Automated Emails sent out by the System

- **Candidate**
 - Payment receipt/acknowledgment – CC'ed to WAVMA Admin & CertAqV-Admin
 - Mentor accepted/declined – when mentor selected from within the system
 - Reminder to complete – 6, 3, 1 month before required date (Possibly only for renewals)
 - Candidate has sent submission to mentor for review
 - Request to edit submission (from either mentor or adjudicators, if requested post submission)
 - When mentor has submitted for adjudication
 - Award of certification
- **Mentor**
 - Request to be a mentor by candidate (via the candidates select mentor button only).
 - Request from mentor for candidate to edit submission (mentor needs to add information)
 - Candidate has edited submission (if requested by mentor, not if requested by adjudicator)
 - When adjudicator has requested further information from candidate.
- **Adjudicator**
 - Request to adjudicate from CertAqV-Admin
 - Reminder at 7 days post acceptance
 - Reminder at 14 days post acceptance
 - Revoke acceptance after 14 days (needs reassigned by CertAqV-Admin)
 - Other adjudicator has requested further information from candidate
 - Candidate has edited submission (candidate must resubmit documents for email to be sent).
- **Executive Board**
 - Request to approve/reject candidate (currently requires 8 EB members to approve to be accepted)
 - Reminder at 7 days post notification
- **CertAqV-Admin/Wavma Admin**
 - Various indicating changes to candidates' status within the system
 - When submitted by mentor
 - When approved/rejected by individual adjudicators
 - When approved/rejected by individual EB members
 - Candidate is ready to be awarded