



WoodLINKS Certification Reporting Procedures

The WoodLINKS certification process is the same for all US schools. Specific procedures for testing for certification are laid out below:

1. School Reporting to WoodLINKS-USA

When	Who	What
October 15	Schools send to WoodLINKS-USA	1. Completed Enrollment forms
February 15	Schools send to WoodLINKS-USA	1. Updated Enrollment forms , for semester schools
Five weeks before the test date	Schools send to WoodLINKS-USA	1. Updated Enrollment forms noting the level of certification each student intends to test for (Introduction or Advanced). The test for each level of certification is different therefore it is critical to indicate the level of certification each student will test for.
Test Day	Schools	<ol style="list-style-type: none"> 1. Ensure each student completes the “student information” section of the test cover sheet 2. Ensure the teacher enters the teacher portion of the test cover sheet 3. Return all test cover sheets and answer forms to WoodLINKS by UPS Ground

2. WoodLINKS Reporting to Schools

When	Who	What
<p>Five weeks before the Test Date</p>	<p>WoodLINKS</p>	<p>1. Prints and sends tests for each student to the school <i>Note: A five-week lead-time is the minimum time required for tests to reach the school two weeks prior to the scheduled test date.</i></p> <p>Each test includes a cover sheet with the following information:</p> <ul style="list-style-type: none"> a) Students' name, I.D. number, school name and teacher name. b) Space for students to fill in their home address, zip code and phone number. c) Space for Teachers to report the student's class mark (percentage), e.g., teacher evaluation. <p><i>Note: is it critical that the student and teacher complete the test cover sheet to ensure all required information is provided for certification scoring.</i></p> <p>2. Prepares and sends invoices for certification fees</p> <p>Certification fees are calculated from the number of students that the school indicates are testing for certification.</p>
<p>3 working days after receiving tests</p>	<p>WoodLINKS</p>	<ul style="list-style-type: none"> 1. Marks student tests 2. Calculates certification scores 3. Prepares and sends WoodLINKS certificates to schools by regular mail or UPS Ground

For questions and/or comments regarding WoodLINKS certification reporting procedures, please contact: Sandy Steward, Tel: 604-948-1259 Fax: 604-948-1289 E-mail: info@woodlinks.com

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Your program will be invoiced for the exams by WoodLINKS USA. Payments for the certification exams should be made to **WoodLINKS USA**