

# Filling Out Test Sheets for Faster, **More Accurate Award Processing**

Even small mistakes on test sheets can cause delays in processing awards. Refresh your memory on how to properly complete test sheets with this handy checklist, and help awards get processed faster!

#### **Before the Course**

#### Check instructor currency

Instructors must be qualified to run the course, with a current award.

#### Complete updates

Ensure instructors have completed all relevant updates (ex. the 2021 Bronze Medals update). Mandatory updates are can be found on our Program Updates page.

#### Check candidate prerequisites

Use Find a Member to confirm candidate prerequisites on or before the first day. Prerequisites met by other certifying bodies must have a scanned copy included with the test sheet. Awards cannot be processed without prerequisites!

#### **After the Course**

#### Use the right form

Current forms are available on our Test Sheets page. Remember, the revised Bronze programs have a new test sheet!

#### Complete the test sheet

Be thorough and fill out every test sheet completely, even duplicate information. Missing and incorrect information are the most common reasons for processing delays.

#### Submit your test sheet

Test sheets are processed in the order they are received - the faster we get them, the faster candidates get their awards!

#### Date of birth:

allows us to check age pre-requisites & is a secondary search in our database

### Candidate contact info:

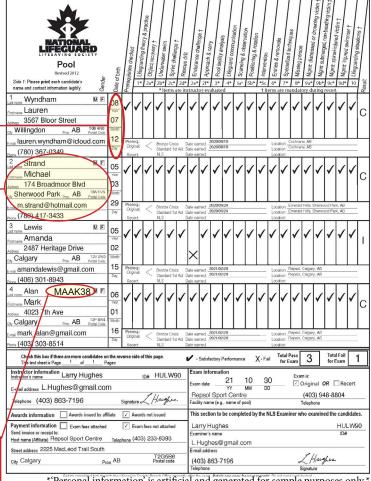
so candidates get their certification in the mail, and we can contact them if needed



# PRO TIP

## Include an ID#

Include the candidates Lifesaving Society ID next to their name for faster and more accurate test sheet processing



\*'Personal information' is artificial and generated for sample purposes only.\*



#### Use fillable forms

Handwritten, scanned, and faxed test sheets can be difficult to read, increasing processing time and potential for errors. Fillable PDF forms are available on the Test Sheet page of www.LifeSaving.org