









































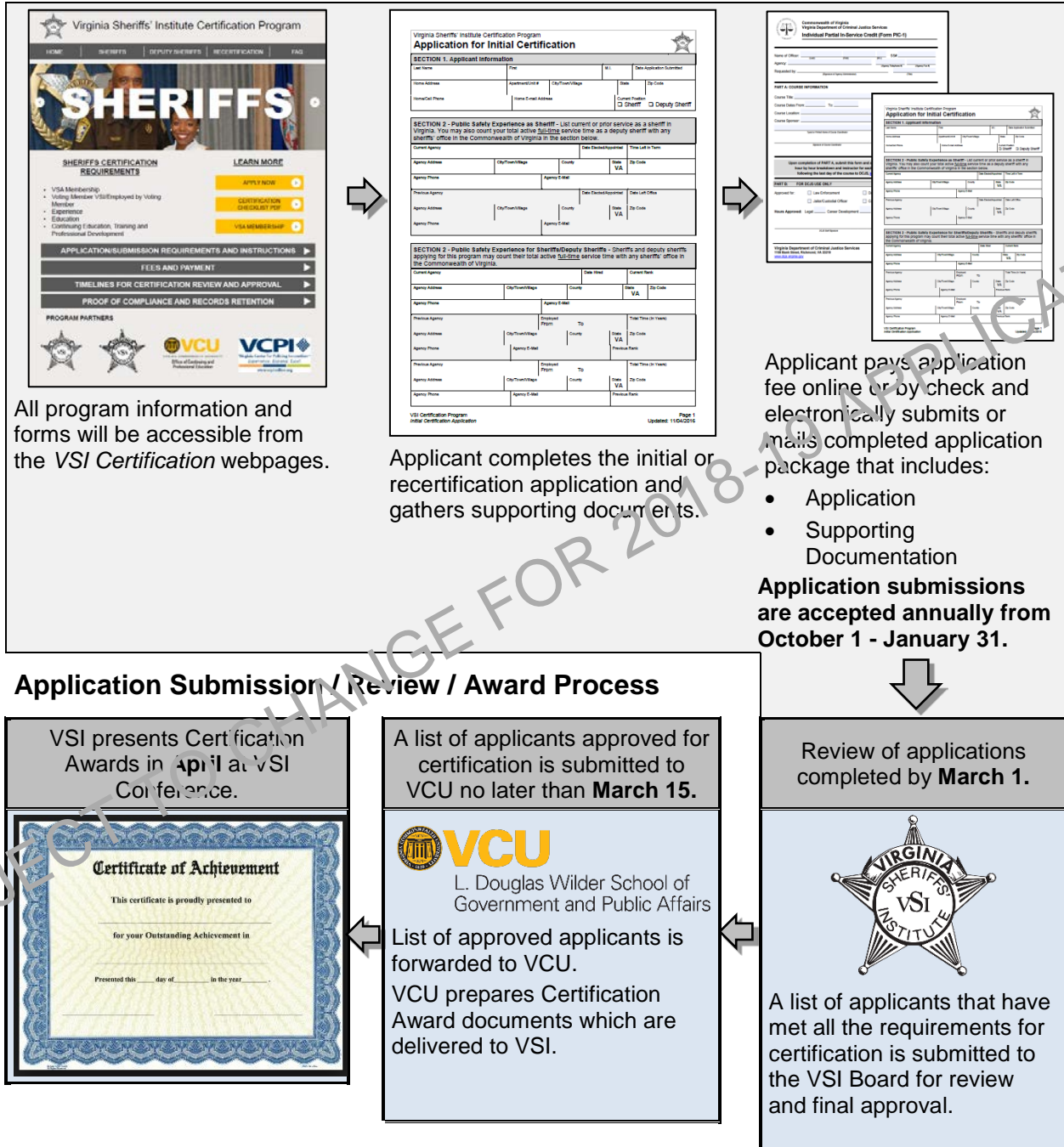








## Certification Process Flowchart



All program information and forms will be accessible from the VSI Certification webpages.

Applicant completes the initial or recertification application and gathers supporting documents.

Applicant pays application fee online or by check and electronically submits or mails completed application package that includes:

- Application
- Supporting Documentation

Application submissions are accepted annually from October 1 - January 31.

### Application Submission / Review / Award Process

VSI presents Certification Awards in April at VSI Conference.



A list of applicants approved for certification is submitted to VCU no later than March 15.



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List of approved applicants is forwarded to VCU. VCU prepares Certification Award documents which are delivered to VSI.

Review of applications completed by March 1.



A list of applicants that have met all the requirements for certification is submitted to the VSI Board for review and final approval.