

BCHW Web Saw Class Registration Process Flow, page 1 of 2

Certification class originator plans a certification class

Class originator contacts BCHW **Saw Program Records (SPR)** manager with class location and date

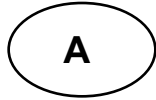
SPR posts class location and date on online registration form's drop down menu in the *Certification Information* section

Local Chapter announcement, BCHW magazine announcement, etc.

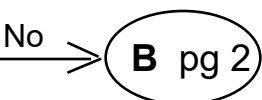
Certification class originator announces a certification class

Students register online, selects desired class and submits form to the SPR manager

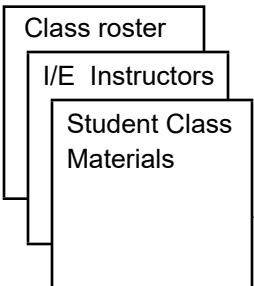
See Note 1



Does a class exist in my area?

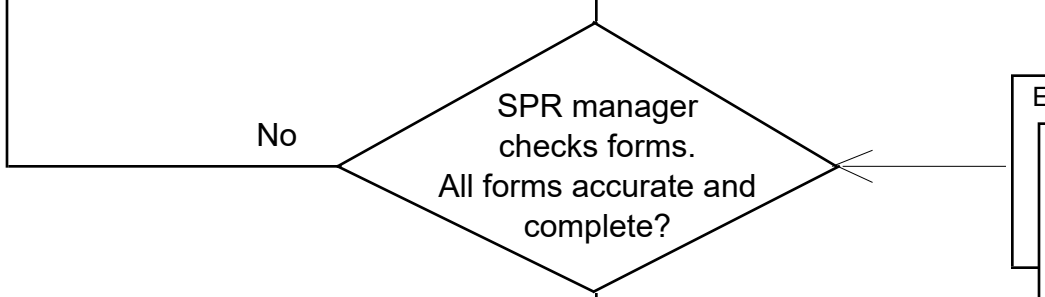


SPR manager performs following tasks:
 1. Matches student registration form to class originator
 2. Email student registration to class originator or I/E instructor
 3. Sends out welcome letter to student to read docs and get 1st aid card

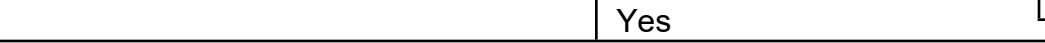
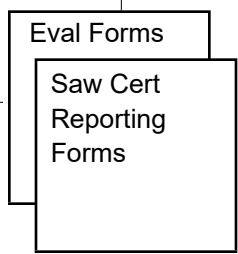


Class originator develops class and sends class info to applicants or I/E sends info about a future class.

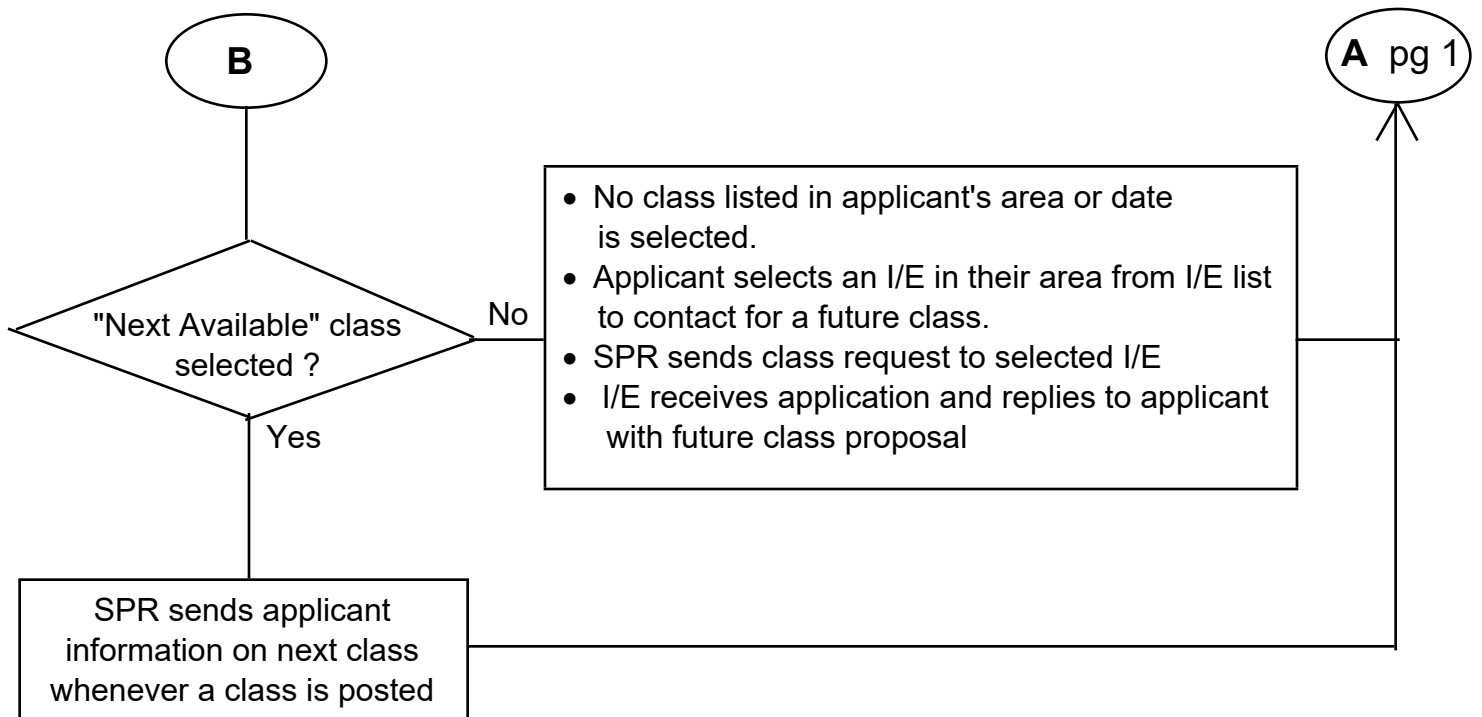
After class, class originator checks forms for accuracy and completeness and sends to SPR within 2 weeks



SPR manager checks forms. All forms accurate and complete?



SPR processing tasks ----
 1. Confirms receiving forms from class originator
 2. Enters saw certification reporting data into BCHW Sawyer Database
 3. Archives student evaluation sheets.
 4. Updates BCHW Sawyer Database on website



Notes

Note 1. Class applicant has three selection choices:

- a) Selects a posted scheduled class. If non listed, selects b) or c).
- b) "Next available class" to be announced
- c) "No class listed in my area" and is referred to an I/E in their area.

I/Es Instructor/Evaluators responding to application request.

SPR: BCHW Saw Program Records manager (currently Dana Chambers, as of 2020)

BCHW Saw Certification Registration web site:

<https://form.jotform.com/200585309682055>