

Tips for Completing the Verification Visit

- A Council Representative will call you and will discuss with you, among other things, the site for the Verification Visit. Please tell her or him your wishes. Do you wish to be assessed in your own program? Or perhaps at the local library? Or another location? The important thing is that you have a comfortable and private place, without interruptions, conducive to your taking the exam and having your interview. Please feel free to speak with your Rep about your thoughts and to ask your questions.
- Let the Council Representative know if you wish to take your written exam by yourself, or if you do not mind taking the written exam with other Candidate or Candidates.
- When the Council Representative makes contact with you, you should have all your materials in your possession. Council Reps are unable to complete your Verification Visit if you have materials missing.
- Make sure you have your Rep's telephone number and that you also have provided your contact information to your Rep. Emergencies do happen and you should be able to contact each other.
- Talk with your Director and let the Director know that the Council Representative has contacted you and that she or he should also expect a courtesy telephone call.
- Have a good night sleep before your Verification Visit, so you can be alert and ready the next day.
- If your Verification Visit is during the work day, remember to make arrangements at work (for your classroom coverage), and if possible do not come back to work on that day. Sometimes it is difficult to concentrate when you worry about going back to work on time.
- If your Verification Visit is during the weekend or during non-working hours, please make sure you have arrangements for the care of your own children and love ones as you are not supposed to bring them to the Verification Visit site.
- If you encounter an emergency or any event that may affect your performance during the Verification Visit, please contact your Representative or the Council right away. We will make sure to help you re-schedule your Verification Visit for a later day.
- Please do not offer your Council Representative any type of transportation, presents or any kind of rewards. Avoiding compromising situations will help maintain the objectivity and validity of your Verification Visit.
- Always follow the instructions in the checklist on page 34 of the Competency Standards Book.

Good Luck!