



## **QABA Application Review Procedure 2.0**

### **Updated January 2017**

The purpose of this procedure is to establish an application review process for the QABA ® Credentialing Board in order to confirm that the applicant complies with the application requirements of the ABAT® certification scheme.

1. ABAT Applicant creates account
2. ABAT candidate uploads proper documentation which is reviewed, verified and approved
  - a. Verification of High School Diploma or equivalency or higher degree
  - b. Coursework verification ( transcripts, certificate, syllabi)
  - c. Identify verification ( government issued ID)
3. Recommendations and fieldwork are reviewed, verified and approved
4. Set up for proctoring.
5. Sit for the ABAT® Examination
  - a. Identity Verification (government issued ID must match)
  - b. Examination Protocols are met
  - c. Finish the ABAT® Examination within the 2 hour time limit
6. Review video - important areas.
7. Check again that all candidates info is correct and all areas are affirmed.
8. Placement of the ABAT® Candidate on the QABA® Board Agenda
9. Approval/Denial/ Request for more information in regards to awarding the ABAT®
10. Candidate awarded ABAT® credential
11. ABAT® Certified individuals are uploaded onto registry.

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