

Completing your Certification

Select your qualifying customers carefully!

Remember

- *Do not use family members or young people (i.e. under 18 as your qualifying customers*
- *Develop your photos as soon as possible in case they have to be re-done.*
- *When timing your locking sessions for your records, do not count your breaks.*
- *Keep copies of your documents and check for emails from the Evaluator*

Sisterlocks®

2043 El Cajon Bl.
San Diego, CA 92104

Phone: 619-291-5116
www.sisterlocks.com

Follow These Steps:

- Upon successful completion of the course you will be listed* for FREE on the Sisterlocks online Trainee Registry for 3 months**. This will allow you enough time to submit the documentation and filing fee for your 1st qualifying client to the Home Office. (Keep copies). If you need more time you may request a Courtesy Extension.
- The Sisterlocks Home Office Evaluator will review the 1st qualifying client and if necessary, call you or your client. You will receive a formal **Pre-Approval** report either clearing you to be listed long-term as an **"APPROVED TRAINEE"** or clearly outlining any actions needed to qualify you for listing.
- If the first qualifying client is not immediately approved, you will receive detailed coaching information from our evaluator to assist you with meeting our certification requirements. This may include repairs to the first qualifying client, correction of paperwork, submission of missing documentation, or an additional qualifying client. Once the evaluator's concerns have been addressed, you will be cleared for ongoing listing on the official online registry as an **APPROVED TRAINEE**.
- In order to become fully certified, you must complete 2 additional qualifying customers (3 total), and document your work with photographs and response questionnaire forms from both you and your clients. *No additional filing fee is required*, and you have 2 years from completion of the 4-day training class to complete the certification process. Once certified, your name will be moved to the online CERTIFIED REGISTRY.
- If you cannot meet any of the above timelines and extensions, you will be considered *"inactive."* To re-activate, you must take a 4-day Refresher or Advanced Refresher Course, and conform to any future deadlines.

Documentation:

- Inform each qualifying client that you will be documenting your work with photos. (See sample photos) Make sure they are willing to complete a questionnaire *after their follow-up visit*.
- **Offer Sisterlocks only as a package of 3 visits.** Explain all aspects of the system during a thorough consultation (three phases and several sample locks), using the **Consultation Portfolio** to assist you.
- Allow enough time for at least 2 shampoos between the Consultation and the Locking Session, and at least 2 shampoos between the Locking Session and the Follow-up visit (usually 14 to 21 days). Make sure you schedule the client's Follow-up appointment before they leave.
- Give each client a *"New Client Response Questionnaire"* to complete at the Follow-up visit. (They seal and leave with you.) You complete a *"Trainee Questionnaire"* for each client. Fill in the appropriate portions at the Consultation, Locking Session and Follow-up visit.

* At Master Trainer's Discretion

** After 3 months, there is a small monthly charge for the Approved Trainee Listing.

What Happens Next...

- Dr. Cornwell personally reviews all materials, and may call you or the trainer with questions. You will be notified when the evaluation process is complete
- There are 2 Certification Filing Periods per year (Deadlines: June 30 & Dec. 31). Certifications are dated July 1st and January 1st, and are valid for 2 years.