

# Completing your Certification

## Remember

- *Do not use family members or young people (i.e. under 18 as your qualifying customers*
- *Submit photos that clearly show section and row parts, and lock parting sizes*
- *Do not submit thumbnail sized pictures (Not enough detail when enlarged.)*
- *When timing your locking sessions for your records, do not count your breaks.*
- *Submit your First Qualifying Client, then wait for feedback before submitting the 2nd and 3rd.*

Sisterlocks®

2043 El Cajon Blvd.  
San Diego, CA 92104

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

## Submission Methods: Online (preferred) OR by Mail-in.

- Choose your submission method BEFORE beginning the certification process.  
**\*\* NOTICE: 12/31/2020 = Last date for MAIL-IN packets.\*\***
- Select your Qualifying Clients carefully! Make sure they are willing to complete a questionnaire **after their follow-up visit.**
- Deliver a thorough consultation (Info gathering, sharing and sample locks), using the **Consultation Portfolio** to assist you.
- Minimum 2 shampoos required between Consultation and Locking Session, and between Locking Session and Follow-up visit. Schedule the client's Follow-up appointment before they leave Locking Session.

## Steps for submitting through the Online Certification Program:

- Go to "trainingsisterlocks.com" and follow this pathway: **Home > Courses > Graduate Resources > Certification Program > Certification Coach (Prep & Enroll)**
- Go through all steps in the "Prep & Enroll" intro to the Certification Coach
- At the end of that process you will be able to enroll.

## Steps for submitting by Mail-in (Expiring )

- Submit Trainee Questionnaire and (confidential) New client Response Questionnaire for your *First Qualifying Client*, with fees and Application form to the Home Office.
- Evaluator will review, give you feedback and either clear you to be listed as an "APPROVED " Trainee, or explain non-standard issues you need to address.
- Submit 2nd and 3rd Qualifying Client documentation together with second application form. *No additional filing fee is required.* Evaluator will review and either grant certification or, if issues still exist, require that you submit an additional qualifying client.
- Once certified, your name will be moved to the online CERTIFIED REGISTRY. To remain active you must re-certify every two years.

## Understanding the Certification Timeline

- The certification cycle is based on **filing periods** and **closing dates**. There are two filing periods per year:
  - Filing Period 1 closes June 30th. (Certificate = 2 yr. cycle July thru June)
  - Filing Period 2 closes Dec 31 (Certificate = 2 yr. cycle Jan thru Dec)
- A grace period may be applied to submissions that miss the closing date by a short amount of time. (Ex: Certificate dates made retroactive to the closest closing date.)
- Valid certification dates may be extended if evaluation takes a long time.
- Dr. Cornwell personally reviews all materials, and may contact Trainer or Trainee with questions. You will be notified when the evaluation process is complete