#### **Step Process - Applying for an EOCP exam**

Any one who doesn't have a profile in the Customer Relationship manager are required to 'register' <a href="https://www.eocp.ca">www.eocp.ca</a> > Login > Register.

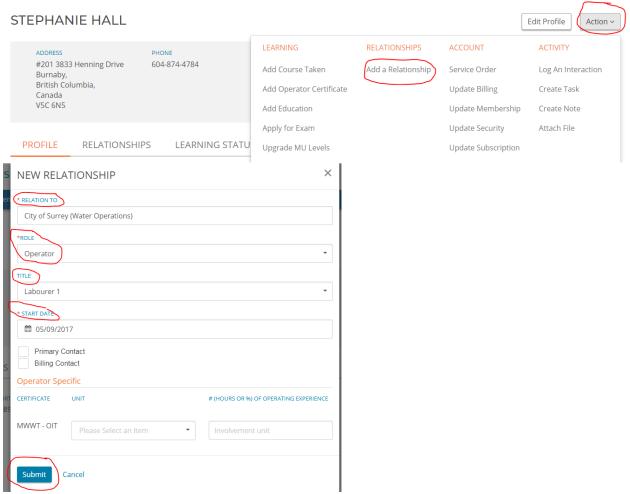
Operators with a CRM Profile please login www.eocp.ca > Login >

Review exam session schedule for upcoming exam dates in your area under 'Career Management'.

Ensure a 'relationship' is established to your profile to enable you to apply to write. If you didn't complete in the step process when registering please add a relationship to your employer, facility or education institution.

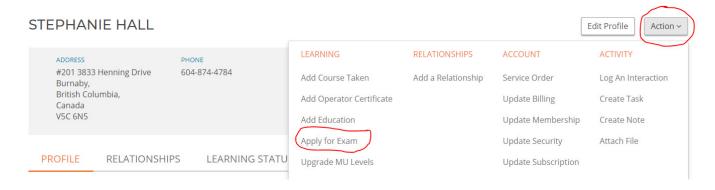
### Adding a relationship

Select Action > Add Relationship > enter data into the required fields > Submit.

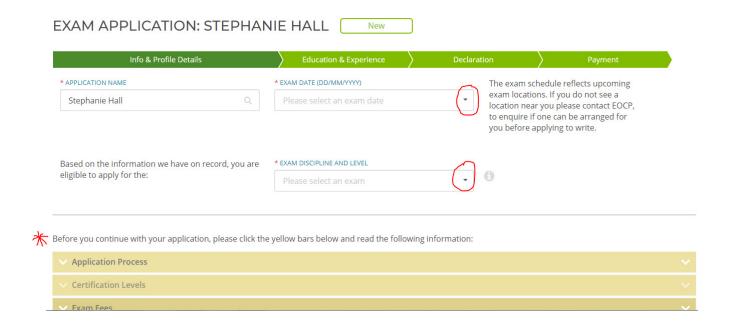


### Applying for your exam

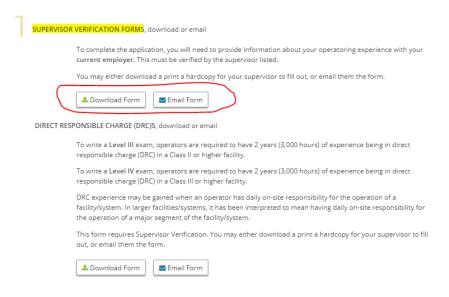
## Select Action > Apply for Exam



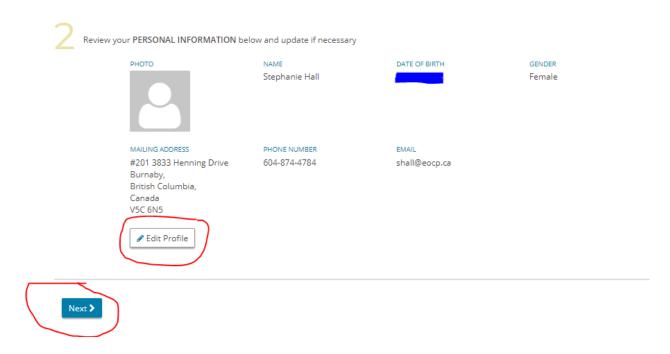
Select Exam date & Exam discipline from the drop-down box. Review the information in yellow bar.



# Step 1 – download or e-mail supervisor verification form. DRC Form – download or e-mail if required.



Step 2 - Ensure your personal information is correct. Edit profile - if amendment is required.

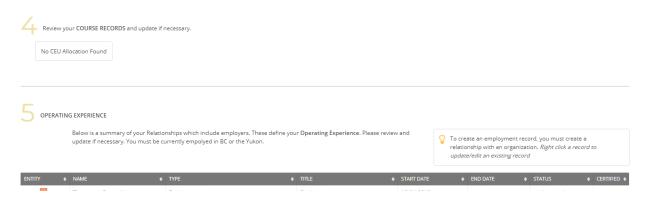


Step 3 – Add education – i.e high school diploma/trade certificate Add Course – add a course taken for your Continuing Education Units (CEUs). \*You can add later in profile.



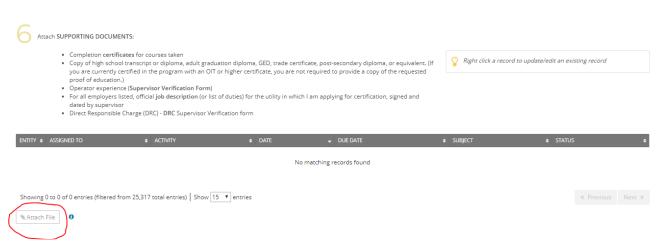
Step 4 – Courses submitted would reflect.

Step 5: Relationships with employers and facilities are listed. Add Relationship if you do not have one.



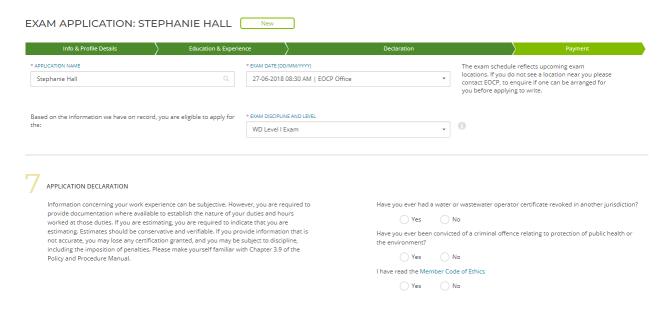
Step 6 – Attach your documents e.g Job description, verification form, proof of high school. >Attach File

You can attach to your profile after payment; Action > Attach File.



Ensure the exam date and exam discipline is correct. To amend use the drop-down box.

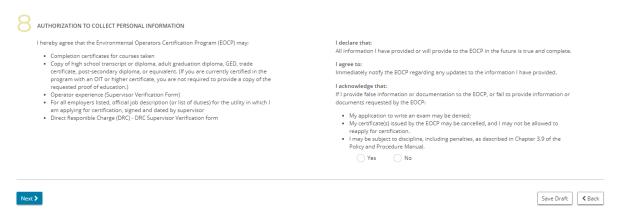
# Step 7 Complete the application declaration.



#### Step 8 - Read and answer.

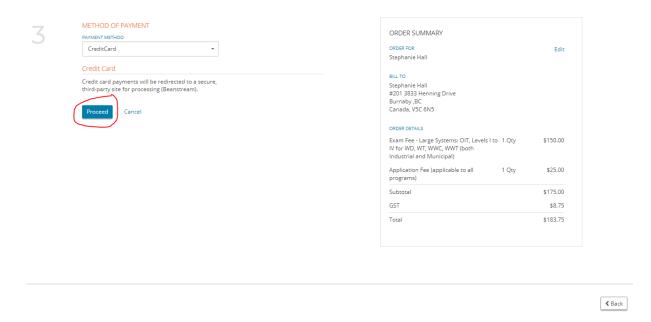
Next > takes you to payment page.

Save Draft > saves your information to this point. Returns you to your 'home page'.



Billing information – fees vary.

PROCEED > follow instructions > enter credit card information.



- Once payment is received your receipt is automatically e-mailed to the e-mail provided on the payment page.
- You will receive an e-mail notification your application has been 'submitted'.
- Applications take up to 10 business days to be processed. Once Processed you will receive an email notification indicating 'approved' or 'declined'.
- Detailed exam location information is e-mailed one week prior to the exam date.
- Preparing for your exam > <u>www.eocp.ca</u> > Operators > Preparing for your exam.

Adding information to your profile after application has been submitted: Action > Attach File > name the file > Upload > Submit.

Courses can be added under Action > Add Courses or e-mailed to <a href="mailed-eocp@eocp.ca">eocp@eocp.ca</a>

## I Saved my application – how do I return to pending application in order to submit

You can continue your pending application. Action Items > Applications > click on the application to continue.