**EMIN Certification – Process Timelines**

1. EMIN’s first priority is to deliver the highest quality service to applicants for certification. We are committed to making the certification experience the best it can be so we promise to be accessible, responsive and to do our utmost to support the efforts of applicants to attain Elder Mediation Certification.
2. EMIN is a voluntary body. Acknowledgement of email correspondence will be provided within 5 business days barring unforeseen circumstances.
3. The EMIN Certification process begins with the submission of a **completed** Certification Application - including supporting documents - to the Registrar by mail (hard copy), email (scanned document) or digital copy. A completed application includes submission of all the information requested in the application form as well as submission of required references which should be submitted directly to the Registrar by referees. A decision with regards to approval will be provided to the applicant within 30 days.
4. The notification of approval from the Registrar will include a role play scenario, instructions for the role play video and guidelines for the video self-assessment.
5. Within six months from the approval of the certification application the applicant shall submit the required role play video and self-assessment (preferable via Dropbox or mailed USB stick) to the Registrar. A decision with regards to approval of the role play video will be provided to the applicant within 30 days.
6. The notification of approval of the role play will include a *Certification Exam Study Guide* which will provide detailed information regarding the structure and content of the certification exam.
7. Within six months from the approval of the role play the applicant shall be expected to sit the certification exam. A decision with regards to the results of the exam will be provided to the applicant within 30 days.
8. A certificate proclaiming the candidate’s successful achievement of the “Cert.EM” status will be provided within 15 business days. The candidate may elect to receive an “official” Certificate at the following World Summit on Elder Mediation and it will be dated as of the date that the registrar informed the applicant that they have successfully completed the certification process.
9. The Registrar can negotiate extensions to any of the above noted timelines at the request of applicants who can document special circumstances.