Sisterlocks®

BECOME A CERTIFIED SISTERLOCKS CONSULTANT

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.*
- *We recommend submitting your First Qualifying Client, then waiting for feedback before submitting the 2nd and 3rd. This increases your certification chances.*

Sisterlocks®

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

- Choose your submission method BEFORE beginning the certification process.
- 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 shampooings 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 Certification Coach:

- 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 for the Cert Coach.

Steps for submitting by mail-in

- 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 correct.
- 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. Re-certification is 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:
  - Jan 1st—June 30th (Certificate dated = July 1st)
  - July 1st—December 31st (Certificate dated = Jan 1st)
- 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

For more info. on certification and other matters go to: infocenter.sisterlocks.com