**Checklist for Submission of Certificate Requests1**

|  |  |
| --- | --- |
| Date |  |
| Provider Name |  |
| Course Title |  |
| Course Code |  |

**Details of Documents/Forms Submitted *(Please Tick)***

|  |  |
| --- | --- |
| F08 Internal Verification of Assessment Results (*Results Approval Checklist)* | Yes □ No □ |
| External Authenticator Report | Yes □ No □ |
| Course Summary Assessment Sheet & Results Approval From (Insert ID No/s) | Yes □ No □ |
| Results Approval panel Meeting Minute | Yes □ No □ |
| Copy of QQI Exemption Claim Form included for each exemption being requested | Yes □ No □ N/A □ |

|  |
| --- |
| Issues Requiring Action |

Manager (Contractor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TSO/ATSO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For use by CTCs and STPs**