

RECOGNITION COUNTS (RC) – REFERRAL PROCESS WALKTHROUGH

SUMMARY

Referral Staff meets with a client and believes a loan would be the right option for them and decides to refer them to SEED

1. Referral Staff logs-in (SEED provides temporary username and password), obtains and gives a Registration Code to the client. Provide the client with a Registration Guide and a User Guide.
 - Client registers using that code and completes their online Career Action Plan
 - Referral Staff receives an automatic email notification once the client submitted the CAP
2. Referral Staff logs-in, reviews the CAP following the [Referral Checklist](#) provided on the Recognition Counts website and discusses, if needed, options with client - **Staff clicks YES / NO** to recommend or not the CAP to be considered by SEED

DETAILS

Step 1. Logging in and generating Registration Codes for new clients:

Go to recognitioncounts.ca
and click on

REFERRAL PARTNER



seed Supporting Employment & Economic Development
WINNIPEG INC.

PROGRAMS

Programs

Asset Building Programs

- Access to Benefits
- Bursaries and RESPs for CSI Students
- Saving Circle
- Individual Development Account
- Inner City Homebuyer Program
- Manage Your Money Workshops
- Money Stories
- Money Stories in First Language Program

Business Development Services

- Newcomer Business & Enterprise Support & Training

Recognition Counts

- Business Development Workshops for Newcomers

RECOGNITION COUNTS In partnership with
Loans for Skilled Immigrants

Assiniboine Credit Union
Money doing more.

Recognition Counts is a program that provides supports to skilled immigrants wishing to work in their fields of expertise or alternative career in Manitoba.

The program offers financial counselling, as well as the opportunity to apply for a loan of up to \$30,000 with Assiniboine Credit Union, to help with the cost of having your qualifications recognized in Manitoba and obtaining employment in your occupation.

View videos!
[Recognition Counts – Immigrant Loan Fund Launches in Winnipeg](#)
[Recognition Counts | Supporting Our Newcomers](#)

Find out how Recognition Counts is helping skilled immigrants to achieve their career goals. Learn more below or contact a Referral Partner to get started today!

Who can I contact if I have questions? Phone: (204) 927-9937 Email: rc_info@seedwinnipeg.ca

LOGIN

EXISTING APPLICANT **REFERRAL PARTNER** **REGISTER**

You will be taken to the login page:

Login

Please fill out the following form with your login credentials:

Username *

Password *

[Forgot Password?](#)

☒ I am using a public computer

☐ Remember me next time


Login

If you always use the same computer, check **“Remember me next time”** (you won’t need to login every time you access the page).

Default is: **I’m using a public computer** you will be logged out automatically after 30 minutes of inactivity

Enter the login information you received from SEED and you will be taken to the Recognition Counts Dashboard.

Note: If this is the first time you login, change your password immediately by hitting *Update Profile*



The screenshot shows the Recognition Counts dashboard. At the top, there's a header with the Recognition Counts logo, the word "RESTART" in large green letters, and the tagline "Recognizing Education, Skills, Training, Abilities & Realizing Talents". On the right, it says "Hello, [redacted]" with a "Logout" link. Below the header, there are navigation tabs: "Dashboard", "Registration Codes", "Loan Calculator", "Glossary", and "Case Studies". The "Registration Codes" tab is circled in red. Below the tabs is a table with columns: "Client Last Name", "Client First Name", "CAP Submission", "Last Updated", "CAP Status", and "CAP Details". The table contains two rows of data, with the first row showing a client with a CAP submission of Jan 12, 2015, and the second row showing a client with a CAP submission of Mar 15, 2023. A red arrow points from the "Update Profile" button in the top right to the "Registration Codes" tab.

Client Last Name	Client First Name	CAP Submission	Last Updated	CAP Status	CAP Details
[redacted]	[redacted]	Jan 12, 2015	May 09, 2019	Approved	View
[redacted]	[redacted]	Mar 15, 2023	Mar 28, 2023	Approved	View

Click on Registration Codes

You will be taken to the summary page of all registration codes you have assigned, if any.



**RECOGNITION
COUNTS**
Loans for Skilled Immigrants

R E S T A R T
Recognizing Education, Skills, Training,
Abilities & Realizing Talents

Hello, [redacted] [Logout](#)

[Guides and Forms](#) [Update Profile](#)

[Dashboard](#) [Registration Codes](#) [Loan Calculator](#) [Glossary](#) [Case Studies](#)

[Generate Registration Code](#)

Registration Code	Used?	Client Last Name	Client First Name	Date Created
f00b4	Yes	[redacted]	[redacted]	Mar 13, 2023
cd65e	Yes	[redacted]	[redacted]	Jul 10, 2019

Click on *Generate Registration Code* and you will see the new Registration Code created. Provide this code to the client.

As soon as the client registers, it will be automatically assigned to the staff that generated the code as shown below.

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Hello, [redacted] [Logout](#)

[Guides and Forms](#) [Update Profile](#)

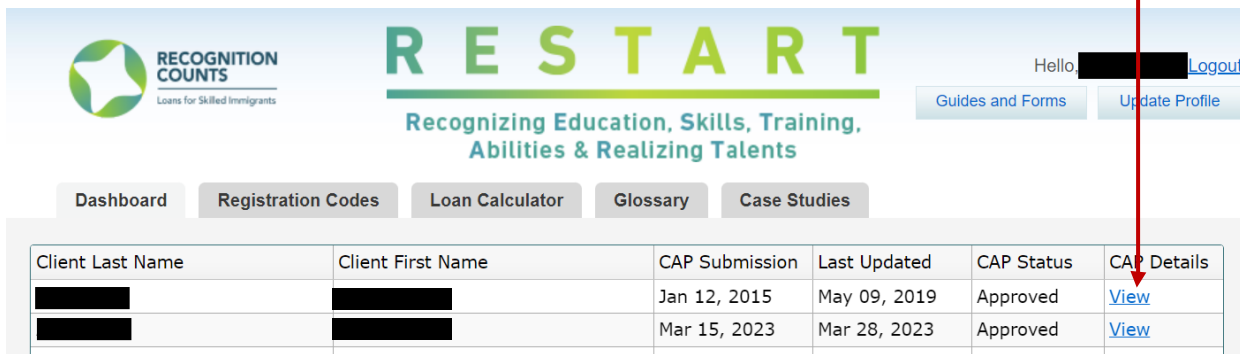
[Dashboard](#) [Registration Codes](#) [Loan Calculator](#) [Glossary](#) [Case Studies](#)

1502e has been successfully created.

[Generate Registration Code](#)

Registration Code	Used?	Client Last Name	Client First Name	Date Created
1502e	No			May 05, 2023

Once the client logs in using this registration code and submits a CAP for you to review, you will get an email notifying you to review a new CAP. You will also be able to access it from the Dashboard where you can see the CAP details by hitting [view](#).



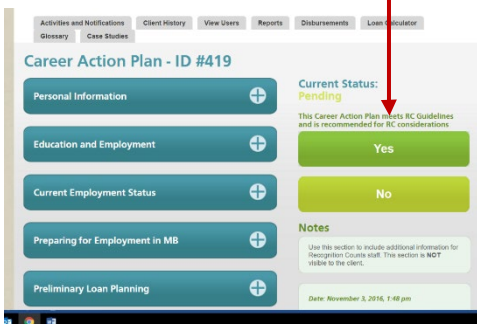
Client Last Name	Client First Name	CAP Submission	Last Updated	CAP Status	CAP Details
[REDACTED]	[REDACTED]	Jan 12, 2015	May 09, 2019	Approved	View
[REDACTED]	[REDACTED]	Mar 15, 2023	Mar 28, 2023	Approved	View

Step 2. Reviewing and submitting the client's CAP to Recognition Counts

Once you received the automatic email notification that a CAP has been submitted, login again, review the CAP following the [Referral Checklist](#) and click on **YES / NO**

Note:

You can add comments, highlights or concerns about that CAP and/or client. The client will not see the notes. These are meant to help Recognition Counts staff to have a better understanding of the client's plan.



Career Action Plan - ID #419

Current Status: Pending

This Career Action Plan meets RC Guidelines and is recommended for RC considerations.

Yes **No**

Notes

Use this section to include additional information for Recognition Counts staff. This section is **NOT** visible to the client.

Date: November 3, 2016, 1:48 pm

If you have any question about the online process or referring clients to SEED, contact:

Recognition Counts Loan Coordinator (204) 927-9937 jeff@seedwinnipeg.ca

Recognition Counts Program Manager (204) 594-0549 sandra@seedwinnipeg.ca

Recognition Counts website: www.recognitioncounts.ca