

# Recognition Counts - Online Application Guide

## DASHBOARD:

When you log-in, the first screen you will see is your **Dashboard**. This screen provides you with information about the progress of your on-line application.

Your progress is updated automatically as you complete each step of the application. The steps to completing your application to Recognition Counts are outlined below.

## Step 1: Completing the Career Action Plan


The Career Action Plan (CAP) is the first step in the on-line application process. To get to the Career Action Plan on the Dashboard, click on the **Career Action Plan** tab.

**Note:** The Career Action Plan should demonstrate that you:

- have been trained outside of Canada in a regulated or non-regulated profession or trade
- are seeking employment in your field (or a related field) of training
- are able to complete any necessary certification, upgrading or training in two years or less
- you will be able to find a job in the field you are seeking employment

## Gather your information before you start

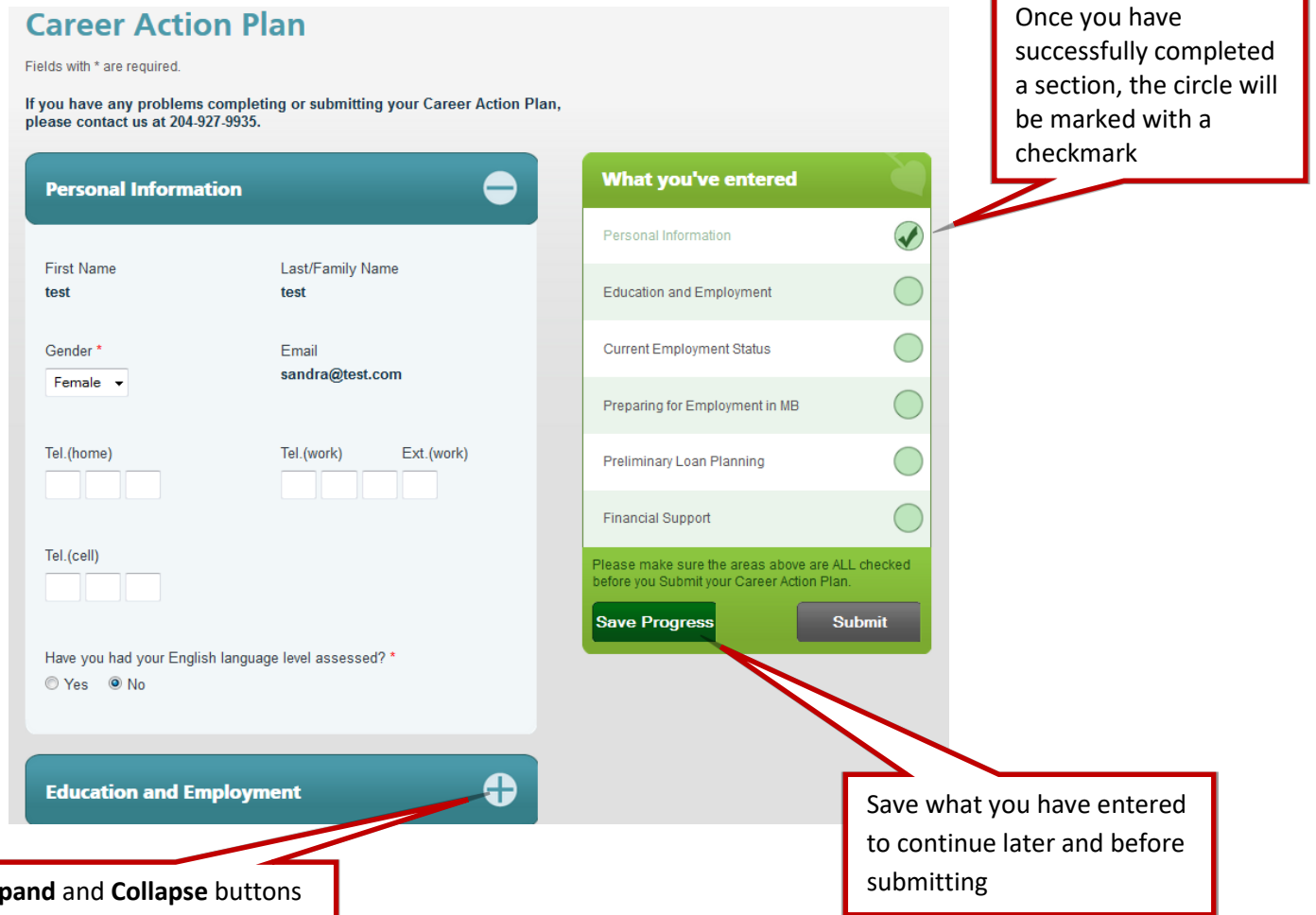
We recommend that you review the Career Action Plan and gather all the required information before you start entering data on-line. You can do this in one of the following two ways:

1. use the “**expand**”  button, located on the top right area (blue) of each section, or
2. download a hard copy (paper) form first. To download a paper form, click on “**Guides and Forms**” located on the right upper corner of your screen.

## Understanding the Career Action Plan screen

This section contains two main columns:


- the column located on the left side (blue) is where you enter all your information
- the column located on the right side (green) is updated automatically every time you successfully complete a section



**Career Action Plan**

Fields with \* are required.

If you have any problems completing or submitting your Career Action Plan, please contact us at 204-927-9935.

**Personal Information** 


First Name: test      Last/Family Name: test


Gender\*: Female (dropdown)      Email: sandra@test.com


Tel. (home): [ ][ ][ ]      Tel. (work): [ ][ ][ ]      Ext. (work): [ ][ ][ ]


Tel. (cell): [ ][ ][ ]


Have you had your English language level assessed? \*  
 Yes     No


**What you've entered** 


Personal Information 

Education and Employment 

Current Employment Status 

Preparing for Employment in MB 

Preliminary Loan Planning 

Financial Support 

Please make sure the areas above are ALL checked before you Submit your Career Action Plan.

**Save Progress**      **Submit**

**Expand and Collapse buttons**

Once you have successfully completed a section, the circle will be marked with a checkmark

Save what you have entered to continue later and before submitting

## Understanding the Career Action Plan screen (cont'd)

**Education and Employment**

Highest level of education completed \*  
Select an Education Level

Degree Name \* Country of Issue \*  
Select a Country

Year of Graduation \* Language of Study \*  
Select the Year of Graduation Select a Language

What licenses/trades/certificates do you hold?

Certificate \*  
Country of Issue \* Year of Issue \*  
Select a Country Select the Year of Issue

Remove

Add Certificate

Have you taken any supplementary education or training after achieving

Fields marked with a red asterisk (\*) are mandatory. They cannot be left blank or with the default information.

Please make sure the areas above are ALL checked before you Submit your Career Action Plan.

Save Progress Submit

**Additional Information Section** (light blue boxes): Throughout the form, you will find similar blue boxes. **If the information required in these boxes does not apply to you, you must remove the box** by clicking on the “Remove” button. If you do not do this, you will not be able to submit your Career Action Plan.

If you need to add information click on the corresponding “Add ...” button.

**Note:** if you have any problems completing your Career Action Plan online, please contact us by phone at:  
**204-927-9935, Monday to Friday from 9:00 AM to 4:30 PM**

Using the “**expand**” and “**collapse**” buttons, complete all six (6) sections.

The screenshot shows a web interface for a Career Action Plan. On the left, there is a vertical list of seven teal buttons, each with a white plus sign (+) indicating an expandable section: Personal Information, Education and Employment, Current Employment Status, Preparing for Employment in MB, Preliminary Loan Planning, Qualification Recognition Preparation, and Financial Support. On the right, the 'Current Status' is 'Pending'. Below this is a green box titled 'What you've entered' containing a list of the same seven sections, each with a green checkmark in a circle to its right. At the bottom of this list is a warning: 'Please make sure the areas above are ALL checked before you Submit your Career Action Plan.' Below the warning are two buttons: 'Save Progress' and 'Submit'. A red arrow points from the 'Submit' button down and then left towards the text below.

Once all the circles on the right side have checkmarks, you have confirmed that the information you entered is correct and you saved the form, click the submit button (you may need to scroll up to find the button)

This screenshot shows the same form after successful submission. At the top, a green banner displays the message: 'Career Action Plan successfully saved.' Below this, the page title is 'Career Action Plan - ID #102'. A navigation menu at the top includes 'Dashboard', 'Career Action Plan', 'Loan Calculator', 'Glossary', and 'Case Studies'. A note states: 'Fields with \* are required. If you have any problems completing or submitting your Career Action Plan, please contact us at 204-927-9935.' The left sidebar shows the 'Personal Information' section collapsed with a minus sign (-). The 'What you've entered' summary on the right now only shows 'Personal Information' with a checkmark. A red arrow points from the success message banner to a text box on the right.

The message: “**Career Action Plan successfully saved**” will appear at the top of the screen.

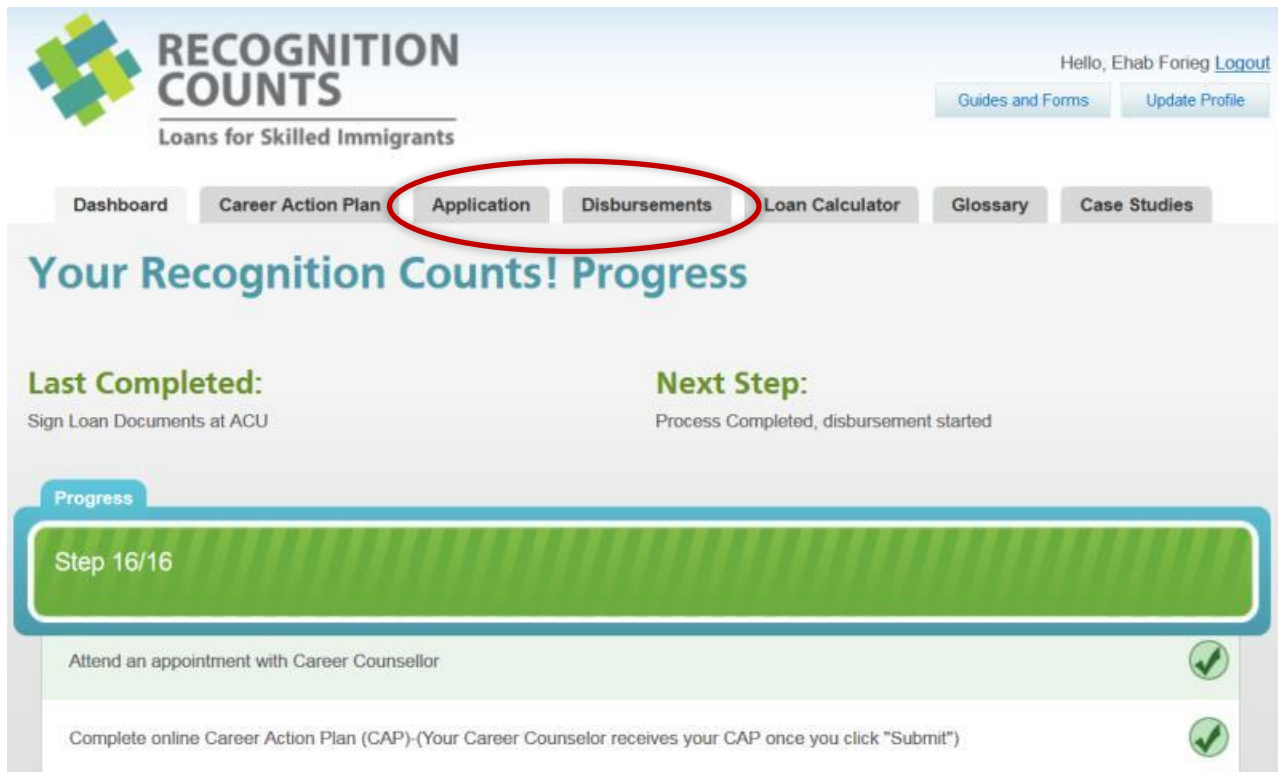
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## What happens once you submit the Career Action Plan?

1. If you are enrolled in one of the **Bridging programs** listed on our website, SEED automatically receives your Career Action Plan and will contact you to invite you to attend an intake session.
2. If you are **not** enrolled in a **Bridging programs**, your employment counselor will receive an e-mail letting him or her know that your Career Action Plan has been submitted. Your employment counselor will review your Career Action Plan and he or she will contact you if there are any questions, or to discuss your plan further. Once your Career Action Plan has been marked as “Approved” by your employment counsellor, SEED will receive it. We will then contact you to invite you to attend an intake session.

## Step 2: Completing the Program Application Form

After you attend an intake session and we determine that you are eligible to participate in Recognition Counts, you will receive either an email or a phone call from the Loan Coordinator who will give you access to the **Application** and **Disbursements** tabs on your Dashboard.



The screenshot shows the Recognition Counts dashboard. At the top left is the logo and text: "RECOGNITION COUNTS Loans for Skilled Immigrants". On the top right, it says "Hello, Ehab Forieg Logout" with buttons for "Guides and Forms" and "Update Profile". A navigation bar contains tabs: "Dashboard", "Career Action Plan", "Application", "Disbursements", "Loan Calculator", "Glossary", and "Case Studies". The "Application" tab is circled in red. Below the navigation bar is the heading "Your Recognition Counts! Progress". Under "Last Completed:" it says "Sign Loan Documents at ACU". Under "Next Step:" it says "Process Completed, disbursement started". A "Progress" bar shows "Step 16/16". Below the bar are two items with green checkmarks: "Attend an appointment with Career Counsellor" and "Complete online Career Action Plan (CAP)-(Your Career Counsellor receives your CAP once you click 'Submit')".

Just as you did with the Career Action Plan, use the “**expand**” and “**collapse**” buttons, and complete all sections of the Application Form. If you want to understand the requirements before completing the application, you can also download the paper form by clicking on the “**Guides and Forms**” button located on the upper right corner of your screen. Check to see that the checkboxes on the right side have been marked as complete before clicking the **Submit** button.

**Note:** This form is similar to the Career Action Plan. If you need help to complete this form, please contact us by phone:  
**204-927-9935, Monday to Friday from 9:00 AM to 4:30 PM**

The screenshot shows a web application interface for submitting a loan application. On the left, there is a vertical list of eight teal buttons, each with a white plus sign icon, representing different sections of the application: Client Information, Career Action Plan (CAP) Summary, Applicant's Current Gross Income, Financial Assets, Financial Liabilities, Monthly Household Expenses, Recognition Process Related Expenses, and Other Sources of Financial Assistance. On the right, there is a green-bordered box titled 'What you've entered' which contains a summary of the sections completed. Each section is listed with a green circle indicator: Client Information, Career Action Plan Summary, Applicant's Current Gross Income, Financial Assets, Financial Liabilities, Monthly Household Expenses, Recognition Process Related Expenses, and Other Sources of Financial Assistance (which has a checkmark). Below this list, there is a green instruction: 'Please make sure the areas above are ALL checked before you Submit your Career Action Plan.' At the bottom of the green box are two buttons: 'Save Progress' and 'Submit'. Below the form, a note states: 'Note: Once everything is filled out, click the "SUBMIT" button in the "What you've entered" section located INSIDE THE GREEN BOX which is located on the right side of the blue sections that you just completed.'


**Note:** Before submitting your application, make sure you completed **ALL** fields applicable to you.

**Incomplete applications will not be reviewed**

### Step 3: Completing the Disbursement Schedule

One piece of the Application Package is the **Disbursement Schedule**. On the Application form, you already identified your expenses, income, liabilities and assets. The Disbursement Schedule asks you to identify how much money you will need, when and for what you are planning to use the money.

Once your loan is approved, this form provides disbursement instructions to Assiniboine Credit Union (ACU).

Enter dates and amounts on the form and click 

#### Example:

	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Total
Date:	02/21/2014	05/23/2014	08/14/2014						
Tuition	1835								1835.00
Professional Clothing / tools (work clothes, equipment)									
Assessment Fees	500								500.00
Association Fees		300							300.00
Exam Fees									
Text Books									
Computer									
Living expenses (food, shelter, childcare, transportation)	1500.00	1500.00	1800						4800.00
Transportation			870.00						870.00
Add Other 									
<b>Total Credit to Member Account</b>	<b>3835.00</b>	<b>1800.00</b>	<b>2670.00</b>						<b>8305.00</b>

**Total should not exceed \$15,000**