Recognition Counts - Online Application Guide

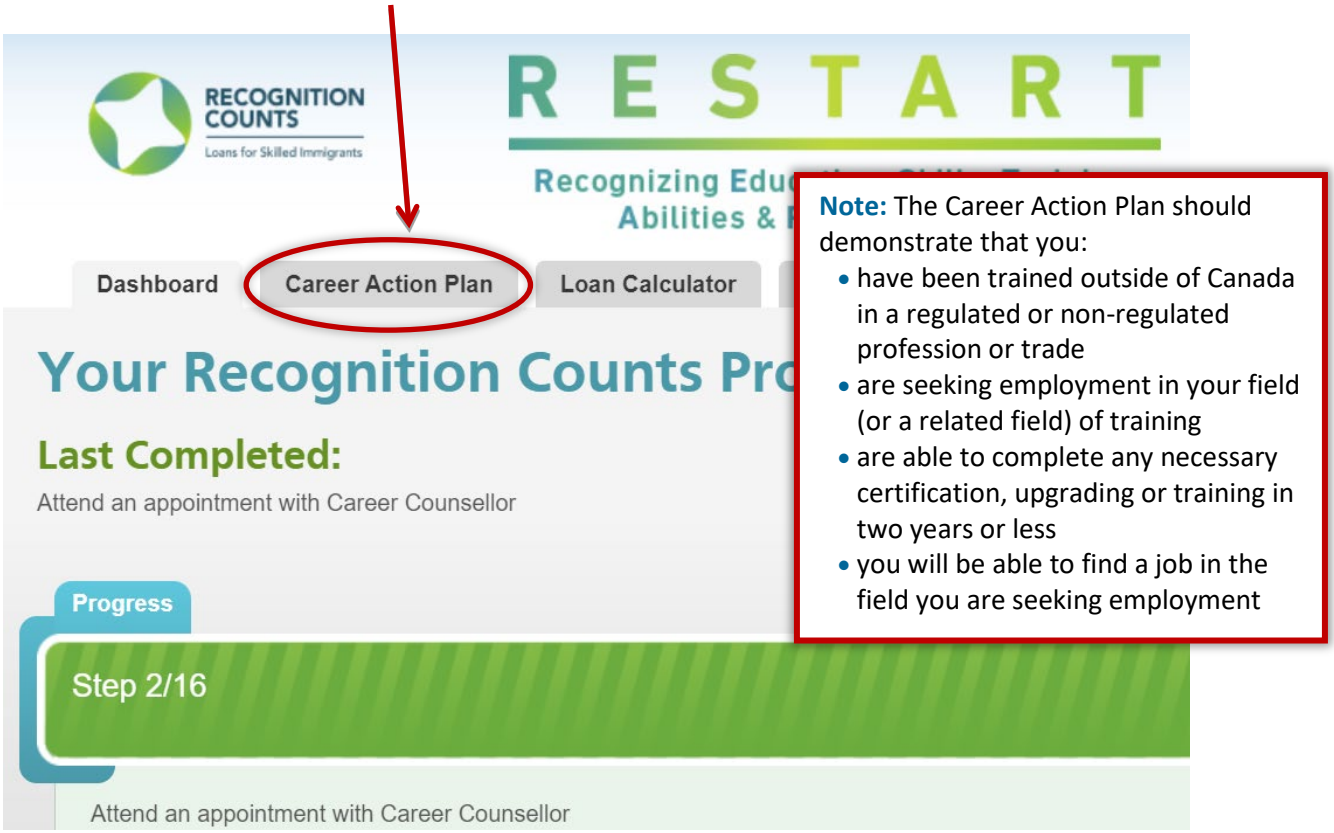
DASHBOARD:

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

Note: if you have any problems completing your Career Action Plan online, please contact us by phone at:
204-927-9937, Monday to Friday from 9:00 AM to 4:30 PM

Updated: October 2026

Gather your information before you start

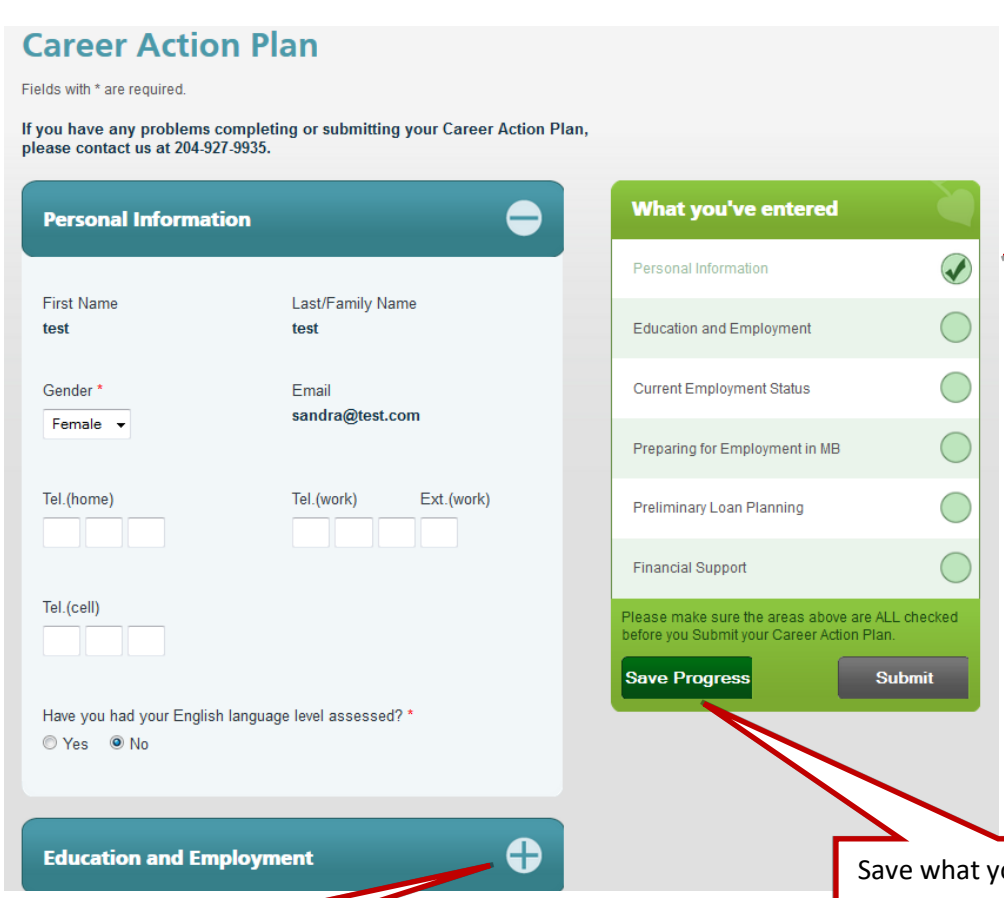
We recommend that you review the Career Action Plan and gather all the required information before you start entering data on-line. You can do this in one of the following two ways:

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

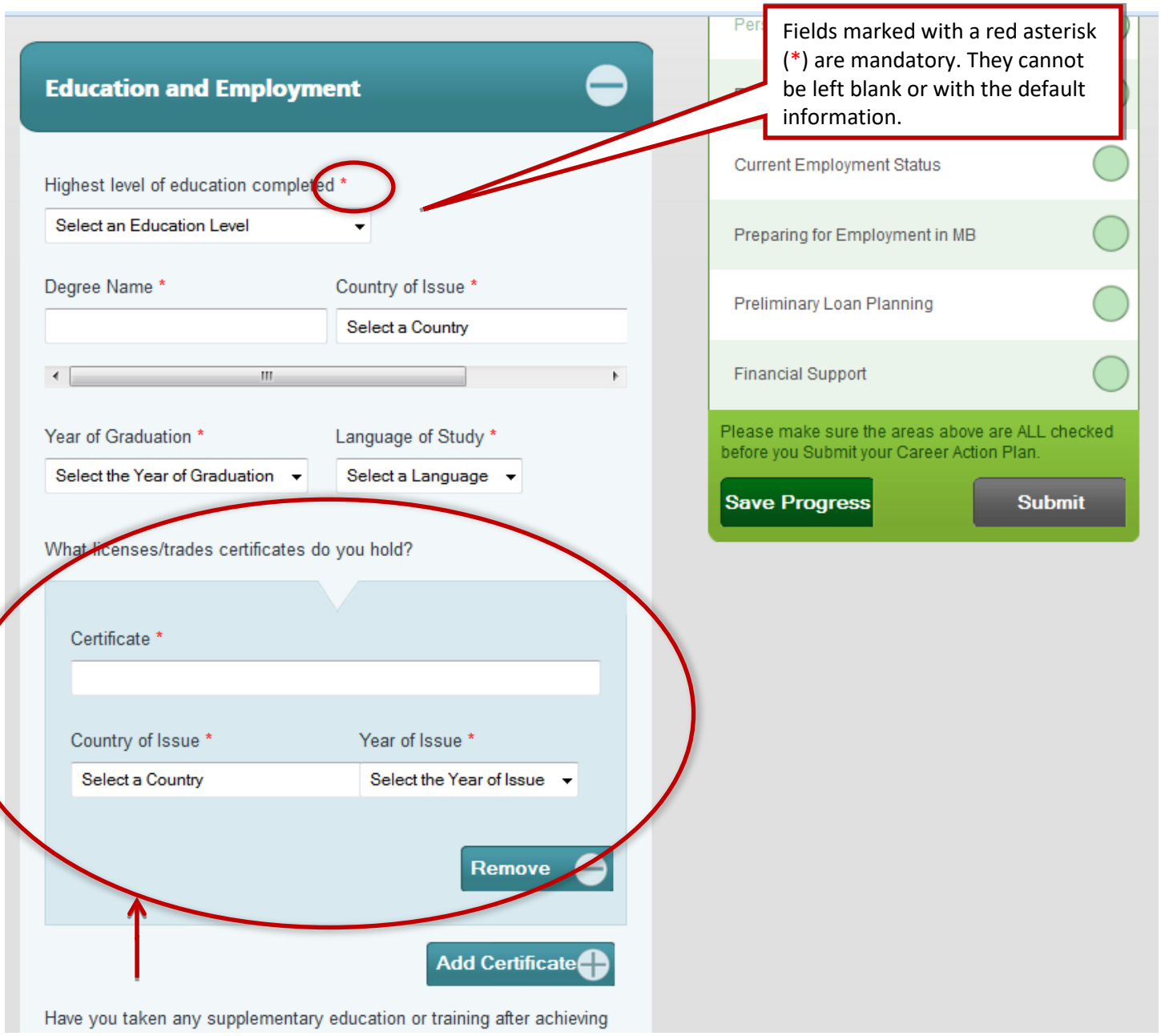


Once you have successfully completed a section, the circle will be marked with a checkmark

Save what you have entered to continue later and before submitting

Expand and **Collapse** buttons

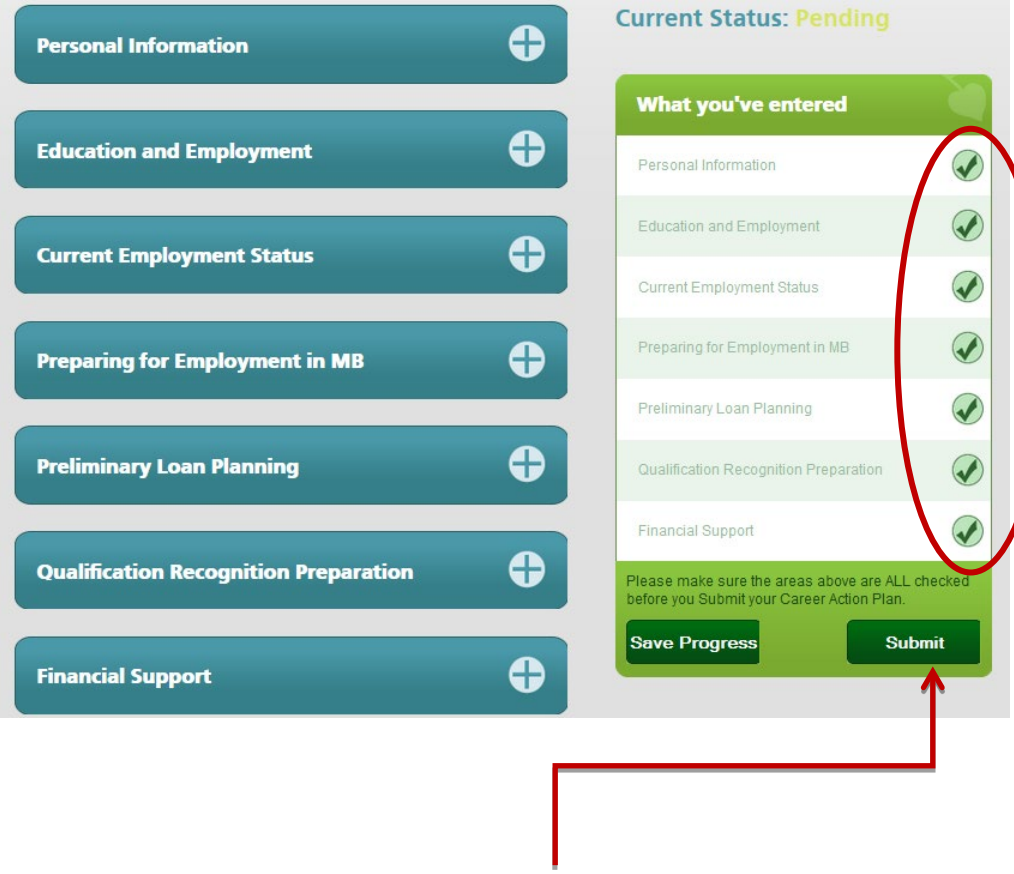
Understanding the Career Action Plan screen (cont'd)



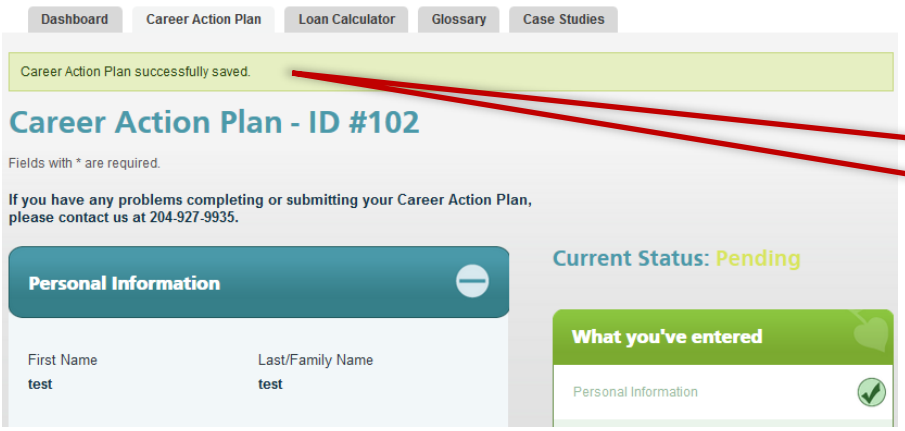
Additional Information Section (light blue boxes): Throughout the form, you will find similar blue boxes. **If the information required in these boxes does not apply to you, you must remove the box** by clicking on the "**Remove**" button. If you do not do this, you will not be able to submit your Career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

If you need to add information, click on the corresponding "**Add …**" button.

Using the "**expand**" and "**collapse**" buttons, complete all seven (7) sections.



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)



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

What happens once you submit the Career Action Plan?

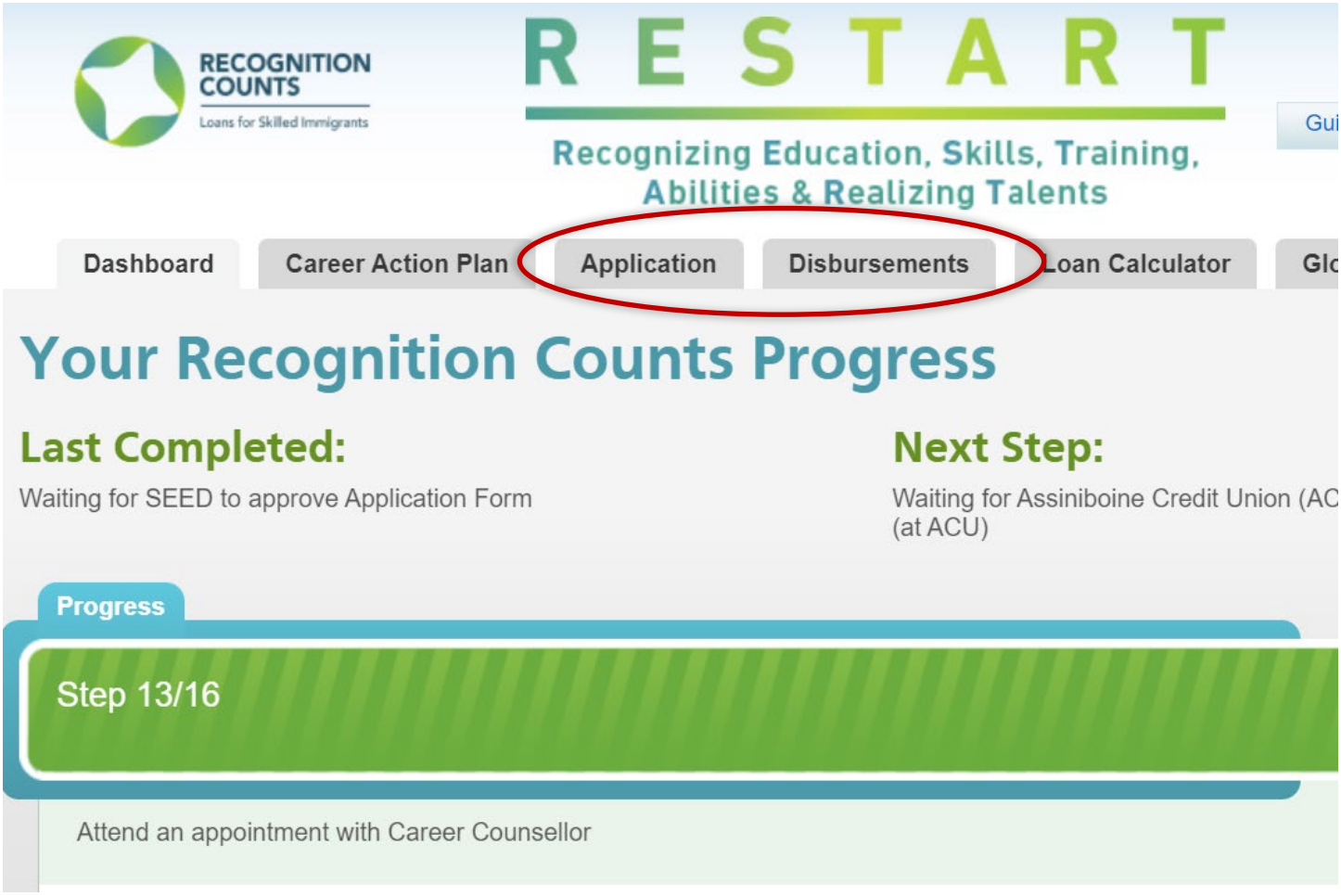
1. If you are enrolled in one of the **Bridging programs** listed on our website**,** SEED automatically receives your Career Action Plan and will contact you to invite you to attend an intake session.
2. If you are **not** enrolled in a **Bridging programs**, your employment counselor will receive an e-mail letting them know that your Career Action Plan has been submitted. Your employment counselor will review your Career Action Plan and they 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.

Funders and Program Partners:

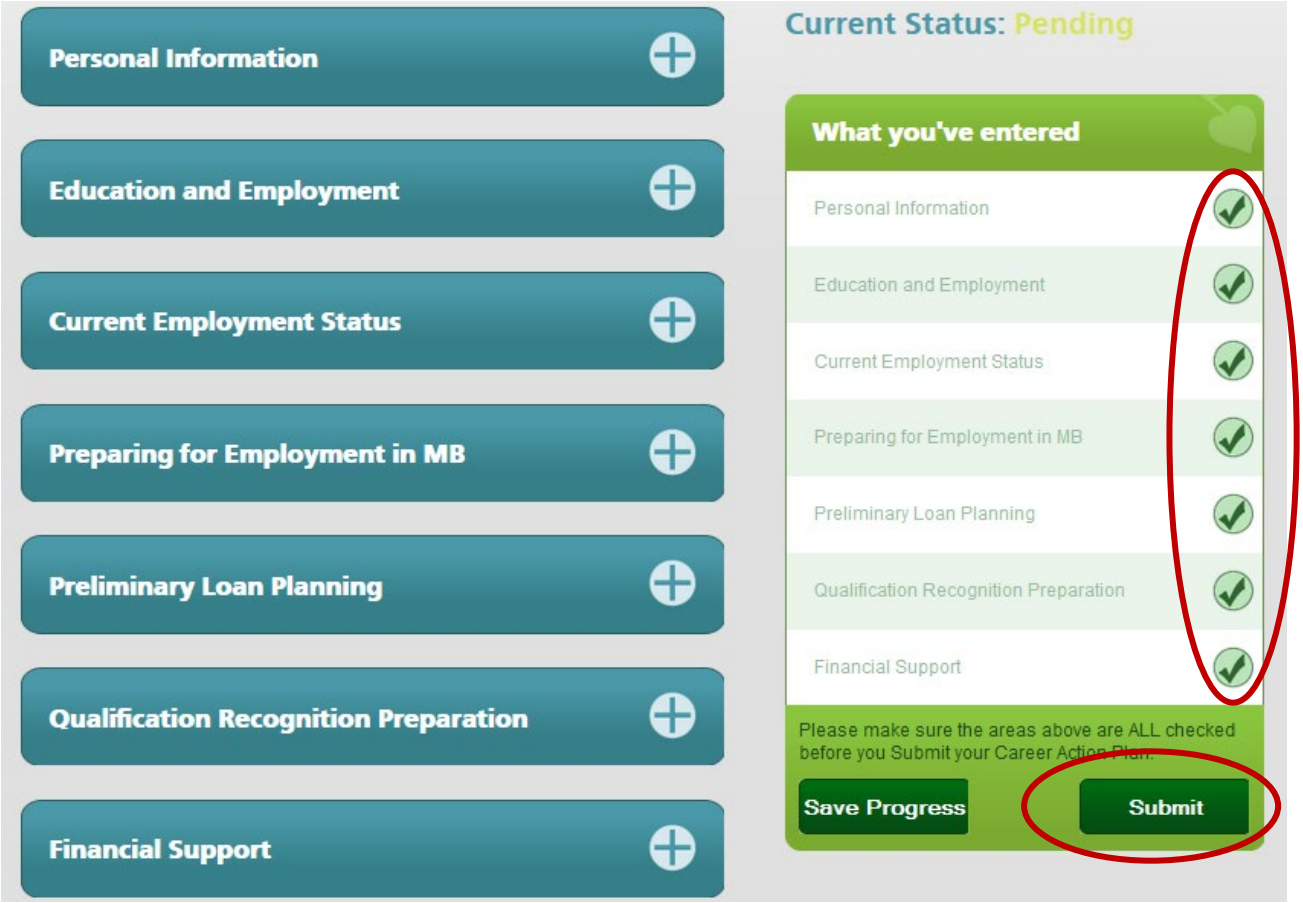
Money doing more. Assiniboine Credit Union™ | seed Supporting Employment & Economic Development WINNIPEG INC. | Canada | Manitoba

Step 2: Completing the 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.



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: 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 Submit

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									
Total Credit to Member Account:	3835.00	1800.00	2670.00						8305.00

Total should not exceed **$30,000**