Recognition Counts (RC) – Referral Process

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 username and temporary 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 the online Career Action Plan (CAP)
- 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. Obtaining the Registration Code:

Go to recognitioncounts.ca (or seedwinnipeg.ca→Programs→Recognition Counts)

1. Click on the "Log In" button
2. Login using your username and password provided by SEED.

   Note: If this is the first time you login, change your password immediately by hitting the *Update Profile* button located on the top right corner of your screen

3. Click on the "Registration Code" tab
4. Click on "Generate Registration Code"
5. Provide this code to your client

The client can then go to recognitioncounts.ca, and register with that code. Once registered, this client will be automatically assigned to the staff that generated the code.

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

Once the client completed and submitted the Career Action Plan (CAP), you will receive an automatic email notification.

1. Login and review the CAP (a Referral Checklist can also be found on the Recognition Counts website).
2. On the right-hand side of the CAP screen you will find a section where you can add comments, highlights or concerns about that CAP and/or client. These comments will not be visible to the client.
3. Once the CAP has been reviewed and depending on your decision, under **"this Career Action Plan meets RC Guidelines and is recommended for RC considerations"** click either **YES** or **NO**

If you have any question about this process or the program in general, please contact:
Recognition Counts Loan Coordinator (204) 927-9937 jeff@seedwinnipeg.ca
Recognition Counts website: www.recognitioncounts.ca