



Course Conductor check List

This list is a guide to ensure all the proper tasks have been completed before and after a CADS Certification.

Prior to giving a certification

- Contact your CADS Division to verify the fees that will be attributed to the certification
- Submit a completed Course Request Form to your CADS Division
- Submit a completed Course Request Form to CADS National
- Request the verified registration list from the CADS Division for the certification you are
- Request Pins from your CADS Division to be presented to ME - Instructors
- Notify your candidates to sign up for certification through the CADS Division or CADS National

After your Certification

- Verify all data to be entered into the marking grid
: First Name, Last Name, Email Address, Birthdate, CADS Division and Snow School
- Complete the appropriate Marking Grids
- Submit the Marking Grids to CADS National within 30 Days of certification end.

***Certificates will be issued once results have been submitted to CADS National**

- Submit the Marking Grids to CADS Division within 30 Days of certification end.
- Return any unused pins to CADS Division after certification.