



WASHINGTON CERTIFICATION SERVICES IS NOW ACCEPTING COMPLETED
DOCUMENT PACKAGES VIA E-MAIL

DOCUMENT PACKAGES SUBMITTED BY E-MAIL MUST FOLLOW THE BELOW CRITERIA:

- ✓ Must include required Washington Certification Services Form(s) for specific submittal (found on [WCS website](#))
- ✓ Email and all attachments are labeled descriptively as possible for easy identification
- ✓ Must be a completed submittal with ALL required documentation in **PDF Format Only**

If your submittal does not follow the above criteria, you must submit by mail (see bottom of page)

AFTER YOU SUBMIT VIA EMAIL:

- ✓ You will receive an email confirmation within 2-business days stating your submittal has been received. If you do not, your email was not received and you will have to resubmit or contact us.
- ✓ The same processing times for mail submittals applies. Once processed, an email notification will be sent to the same email address as the submittal. This will be your final notification; no further notification concerning your submittal will be sent via USPS mail.

DEADLINES:

For Sponsors:

- Requests for evaluation of a workshop or seminar must be received at least **15 calendar days in advance** of the training.
- Request for evaluation of multi-session conference programs must be received at least **45 calendar days in advance** of the conference.

For Operators:

Trainings and exams taken to meet the professional growth requirement must be completed by 12/31 of the reporting period year. A grace period through February 15th will be given to submit any training taken on or before the 12/31 deadline date.

IF THE ABOVE CRITERIA IS MET, COMPLETED DOCUMENT PACKAGES CAN BE SENT VIA EMAIL TO

SubmittalsWCS@greenriver.edu

It is the responsibility of the submitter to ensure packages are complete and are received on time for processing.

If your submittal does not follow the above criteria, you can send your completed document package to:

Washington Certification Services
Green River College
1221 D Street NE
Auburn, WA 98002

For any questions feel free to call:
(253) 288 - 3372