

Scheduling Flow Chart:

You will receive email to add a registrant and schedule a 1st Temperament Assessment, 2nd Temperament Assessment or Final Evaluation.

When scheduling a 1st Temperament Assessment without a date: you will send the Email Script corresponding email script of introduction between the adjudicator and the registrant to schedule a time that works best for both of them.

When scheduling a 1st Temperament Assessment with a date: you will send the Email Script to schedule temperament assessments back to back in 25 minute intervals, unless otherwise stated.

The Adjudicator will email you to inform you of the results of the assessments. You will add the results to the registrant/contact's NEON account.

When a 1st Temperament Assessment has been successful. You send the Email Script to register for the second and certification part of the program.

Advisory@thelifelinecanada.ca receives registration and sends registrant access to the Online Skills Training Course. Once successfully completed, advisory@thelifeinecanada.ca receives an email from the system.

You will Receive email to add a registrant and schedule a 2nd Temperament Assessment

When scheduling a 2nd Temperament Assessment without a date: you will send the Email Script corresponding email script of introduction between the adjudicator and the registrant to schedule a time that works best for both of them.

When scheduling a 2nd Temperament Assessment with a date: you will send the Email Script to schedule temperament assessments back to back in 25 minute intervals, unless otherwise stated.

The Adjudicator will email you to inform you of the results of the 2nd assessments. You will add the results to the registrant/contact's NEON account.

When scheduling a Final Evaluation without a date: you will send the Email Script corresponding email script of introduction between the adjudicator and the registrant to schedule a time that works best for both of them.

When scheduling a Final Evaluation with a date: you will send the Email Script to schedule the Final Evaluation.

The Adjudicator will email you to inform you of the results of the Final Evaluations. You will add the results to the registrant/contact's NEON account.

When a Final Evaluation has been successful. You send the final Email Script with the correct designation Registration Documents for Certification.

They will send back registration documents to advisory@thelifelinecanada.ca. The documents are uploaded to the NEON system and they are added as a member. A certification number, an ID card,

certificate of registration and Companion Paws vest will be printed and sent to the new certified member.

Renewals and Re-Evaluations happen in May and November. Certified Registrants renew and re-evaluate annually in May or November (depending on when they were certified).

Re-Evaluations will have scheduled dates confirmed. Certified registrants will renew and confirm their re-evaluation date online.