

Digital Submission Policy

American Academy of FertilityCare Professionals Commission on Certification

These guidelines must be followed for any digital cases or applications you submit. Failure to comply will result in a delay in having your case or application reviewed, as it will have to be sent back to you to be reformatted. By following these guidelines, you enable our volunteer panel to have enough time to review your hard work. Thank you for your cooperation.

- Client privacy is important. When submitting any portion of a client file, please use a dark, wide tipped marker to draw a line through any personal identifying information in such a way as to make it unreadable but leave it obvious that the section was indeed filled in. This information should include last names, phone numbers, email addresses, and street names.
- Our Application Reviewers and Case Reviewers work hard to devote whatever time is necessary to review your client's files and your application. Please help us have more time to review (rather than reorganize!) by making sure that your digital submissions are in the following format:
 - A single PDF file is the only acceptable digital format. We cannot accept multiple PDFs, jpegs, Word documents, or any other kind of file. Please feel free to utilize cloud drives (Dropbox, etc) if you think the file is too large to send via email.
 - Set your scanner resolution for no higher than 200 and the files will not come out too large.
 - There are MANY free online services that will convert documents into PDFs for you. You simply place all items in one document (Word, for example) and then upload the document to the site. They will email it to you as a PDF. For example: <http://www.freepdfconvert.com>
- Remember that all chart corrections must be done in red and stamps placed at an angle. Please ensure that your scans do not cut off the edges of the chart and that you scan in color so the corrections can be clearly seen.

October 15, 2013
Elizabeth Kauffeld, CFCE
Chairman, Commission on Certification