Portfolio Submission

After remitting payment, please email this completed form to coordinator@simcertification.com. This form is needed to capture the details of your portfolio so the reviewers will be able to find the needed information.

Name:
Email Address:
Portfolio Location (website url of the “home” page):

Signature and Certification of Accuracy:

By entering my name below, I certify that the information that I have submitted in this portfolio is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my exam results or certification status may be delayed or voided.

Name:
Date:

PORTFOLIO SECTIONS:
Describe the specific location of each of the following items as needed, e.g. a website url or other description:
NOTE: If each of these sections is easily found from the “Home” location, please just enter the following statement: Linked from home page.

- **PROFESSIONAL INFORMATION** location:
  - Include letters of reference

- **REFLECTIVE STATEMENTS** location:
  - Professional Values and Capabilities
  - Scholarship and Spirit of Inquiry
  - Designing & Developing Learning Activities
  - Implementing and Evaluating Simulation-based Educational Activities

- **EDUCATIONAL ACTIVITY** location:
  - Needs Assessment
  - Syllabus
  - Assessment/Debriefing Tool
  - Evaluation tools
Descriptive Elements (answers to questions)

• MEDIA SUBMISSION:
  o Descriptive Elements (answer to question)

• ADDITIONAL ITEMS (optional):

ACCESS INFORMATION:
If any codes are needed to access your portfolio, please provide the specifics below. This information will not be shared with anyone except the individuals reviewing your portfolio.