



March 12, 2014

TO NOCSAE LICENSEES:

SEI Certification Bulletin - Follow Up #3

The SEI staff is continuing our efforts to reach out to all the NOCSAE licensees. Hopefully you have received our First Bulletin mailing sent on January 6th and the second Bulletin, FAQ email, sent on February 12th. We would like to thank those that we have heard from and extend another invitation to those licensees that have not yet submitted a completed survey. We have attached the survey for your convenience.

SEI CPM Access

As a reminder to everyone, you can access and review the SEI Certification Program Manual (CPM) online on the SEI website. The CPM is your guide book for the SEI certification and participation process. At this point the most important Sections to review are 1 through 19. The NOCSAE program section, Section 30, is almost ready to be incorporated into the CPM and will be available soon. As mentioned previously, Section 28 is the current recreational program section and will give you an idea how Section 30 will be set up. To access the CPM, you will need an SEI-supplied User Name and Password. Please provide the following information to Bill Fithian (bfithian@seinet.org) to obtain the User Name and Password credentials:

- First Name
- Last Name
- Unique 4-digit number (this will become part of your password)
- Organization
- E-mail address
- Telephone number

Your unique User Name and Password will be emailed to you within a few days, along with additional instructions on how to use this section of the website. Your new credentials will be effective immediately upon your receipt.

April 21st Meeting in Indianapolis

Several SEI Staff members will be in attendance at the NOSCAE Licensees / NOCSAE / SEI meeting scheduled for April 21st from 2 PM to 3:30 PM. This is the day prior to the annual SFIA / NFHS / NCAA Rules Committee Meeting. The meetings will be held at the Indianapolis Hyatt. We hope to be able to meet with you in person and answer any of your questions.

As mentioned prior, we are here to help make this transition to third-party certification as straightforward as possible for your company.

Sincerely,

Tricia Hock
Program Development Director

