

Process for certification, sign off, and publication

1. Candidate reviews the study with the international associate and agrees upon final version of study for submission for certification
2. Send to ROI Institute for approval (info@roiinstitute.net)
3. Confirmation of approval received from ROI Institute – ROI Certified Professional Plaque issued
4. At the same time, agree with organisation – copyright status – organisation or individual
5. If agreeable to the author, the 'public' version may used for teaching purposes by ROI Institute
6. Ascertain process for agreement to 'publish' in book of case studies and gain 'in principle' agreement and version to be used.

[This "how to ..." was developed and provided by Jane Massy, United Kingdom.]