PERSONAL SUPPORT WORKER REGISTRY OF ONTARIO

How do I notify Tier 2 of applications requiring approval?

For Tier 1 Administrators

Refer to the following materials, if required:

- **How do I search for an applicant/registrant?**
- **How do I navigate the Applicant/Member profile page?**

Ensure that a Tier 1 Approval Form has been completed prior to notifying Tier 2 of applications requiring approval.

STEP 1

Search for the applicant whose PSW Application Form requires Tier 2 approval.

Go to their **Applicant/Member** profile **(1)** page.

STEP 2

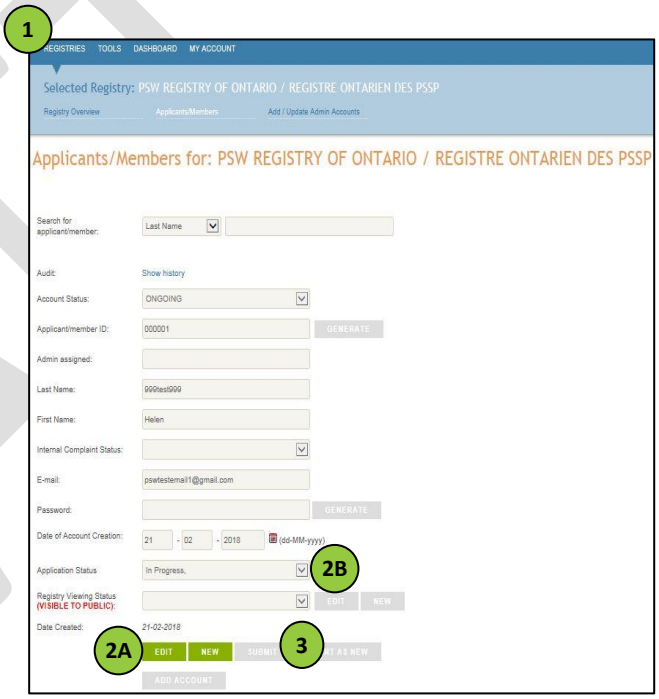
Click the "**EDIT**" **(2A)** button.

Click the "**Application Status" (2B)** dropdown to change the status from "**In Progress**" to one of the following:

- **Tier 2 Approval Required**
- **Tier 2 Review and Approval Required**

STEP 3

Click the "**SUBMIT**" **(3)** button once the "**Application Status**" has been changed.



The "**SUBMIT**" button in the **Applicant/Member** profile page will become green after you have clicked the "**EDIT**" button.

Changes to the **Application Status** on this page will be reflected in the **Dashboard Report**.

DRAFT