CERTIFICATION EXAM
Skills Results Submission Instructions

Submission Overview

The ARTP/ALA is required to return completed exams within fifteen (15) days of the last exam module's last day and return as one upload. Regardless of the exam delivery type, it is unnecessary to return results until all modules and retakes have been conducted and completed.

Submission Instructions

Download Forms

- Download the *Certification Exam Results Template (xlsx)* from the SFT Website.
  TIP: SFT recommends using the data from the roster file (spreadsheet) provided in the exam approval email to avoid account credential errors during processing.

SFT User Portal

1. Go to the SFT User Portal at: https://osfm-sft.acadisonline.com
2. Log in to your account using your **username** and **password**

Webform

1. From the sidebar of the screen, select the tab labeled **Web Forms**
2. From the dropdown menu, select **Web Forms**
3. Select the **Certification Exam Skill Results Form** from the web form list.

4. Complete the web form by entering the requested information.

5. Once completed and all necessary documents have been uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display, and a confirmation will be emailed. SFT will process submissions in the order they were received.