

Certification Checklist

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The checklist started as a reviewer's tool to help track all the basic items needed for an application. From a general Word document to a manual show and hide system in Excel to the automated system developed in 2014 by a colleague. When he retired a year later I was tasked with the continual update of the tool. I have made multiple changes to the vb.net code behind the check boxes and also used it as inspiration for other tools. It is used on a daily basis with the 30-50 apps I process each month.

It has a tool now for printing the worksheets by name which in addition to the checklist customized for each application includes a worksheet for the background check requirement. It is also more diligently commented in the code to allow others to know where and how to update it. During one update additional space was allowed behind the scenes for future changes. There are over 1000 lines of code and it generally takes a day or so of uninterrupted time to do a full change and edit to the system. Small changes are faster. There is a chance that another manual list will be integrated later this year as regulations change.

The Checklist went through another major change process in December 2017, just before I left. Since only I knew how to maintain the original I was asked to create a simplified variation that my remaining team mates could take care of in the future. I based my new checklist off of another project I'd done in the spring, the [Compliance Checklist](#).



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