



American  
Occupational Therapy  
Association

**Fieldwork Performance Evaluation  
(FWPE) Training  
– Create Additional Certificate  
March 19, 2021**

# Platform - Formstack

- Formstack Forms – FWPE Tool
  - Mid-term Evaluation Form
  - Final Evaluation Form
- Formstack Documents – PDU Certificate
  - AOTA Certification

\*\*\* Please note: separate accounts

# 3 ways to recreate the certificate

- Resend certificate in Formstack Forms
- Create certificate in Formstack Documents
- Create certificate outside of Formstack

# Resend certificate in Formstack Forms

## Situations

- The FWE didn't receive the certificate
- The FWE received a wrong certificate

## Steps to do

- Correct the final submission data in Forms
- Click **Resend to Integrations** →  
**Formstack Documents**

# Create certificate in Formstack Documents

## Situations

- Two or more FWEs supervisor one student, but only one of them completes the final form, while the other FWEs were listed on the final form as the additional FWEs

## Steps to do (Step-by-Step Guide)

- AOTA Certification → Merge → Upload Data
- Download the CSV template and fill in the info
- Upload the file → match fields → Merge data
- **The certificate and email will be sent automatically**

# Create certificate outside of Formstack

## Situations

- The FWE can't receive the email from Formstack Documents
- You prefer not to auto-send the certification

## Steps to do

- Download the certificate file
- Modify and send it via your email

# Questions or Support

AOTA Customer Service

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