**Steps in using STEAD Certification Finder**

To use the STEAD Certification Finder, you must first have access to the Academic Affairs Event Management System (EMS) at [https://ocpweb.ucdavis.edu/events](https://ocpweb.ucdavis.edu/events). If you do not have access, please contact Lilliane Cruz at licruz@ucdavis.edu. The STEAD Certification Finder will allow you to assess the search committee member’s STEAD certification status. Log on to EMS and follow the steps below.

1. Under the “Search Committees” tab, click on “STEAD Certification Finder”.

![Event Management System](image)

The STEAD Certification Finder is located in the “Search Committee” tab.
2. On the **STEAD Certification Finder** page, type the name, Kerberos ID or email address of the person whose status you would like to check and click **submit**.

Faculty at the Health Campus, and those who are unable to attend STEAD workshop, have the option of attending the [Enhanced Training](#) at UC Davis Health to be certified to participate on a faculty search committee.

The **STEAD Certification Finder** will include the attendance for Enhanced Training at UC Davis Health.
3. Sample of how information will display for STEAD Certification Finder.

NOTE:
In this example, the person is STEAD certified and can participate on a Faculty Search Committee through 6/30/2022.