Annual Certification with no Category I Activities
(for faculty who engaged in Cat 2 & 3 OPA that did NOT require prior approval)

Basics

- **Compliance with APM 671**: Faculty are responsible for submitting annual reports of all Category I and II activities and compensation earned from such activities (or the lack thereof) to the Department Chair. [APM 671-6-b-(6)]

- **Pending Approval Forms**: You will not be able to complete the annual certification if you have prior-approval forms (e.g., exceed threshold, student involvement) that are pending approval or payments that are due the Plan.

Getting Started

1. **Log into OATS**: Log into OATS using MyAccess: OATS will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the OATS system.

2. **Use the arrow buttons** to navigate to the fiscal year for which you are completing your certification.

3. **Click on the purple Annual Certification button**.

4. If you haven’t entered any outside professional activities (OPA) in OATS, this section will be empty. Please enter all Category II activities in which you have engaged during the reporting period. (Click [here](#) for detailed instructions on entering activities.

Outside Professional Activities

5. Once activities have been entered into OATS, you will see the list of your activities here. Review and confirm the list of reported activities is accurate. Once confirmed, **click the purple Certify Activities button**.

Certification

6. **Enter your initials** in the text box in the popup window to certify your compliance with the Health Sciences Compensation Plan.

7. **Click the green Submit button** to submit the annual certification.

You have completed the Annual Certification Process!