

Upload Certifications



All Camp Kirby staff are required to be certified in First Aid and CPR.

In addition, other certifications are required for specific jobs. Please refer to your job description for what certifications are required for your position.

These may include:

- Lifeguard certification
- WA State Food Worker's Card
- Archery certification

To upload your certification, please follow these steps:

1. Scan all of your certifications (onto one document if possible) and save to your computer as a PDF or JPEG. You can also take a photo of certifications if you do not have access to a scanner, but sometimes photo files end up exceeding the maximum size allowed for upload.
2. Log in to your UltraCamp account.
3. Go to "Additional Options", then "Document Center".
4. In the right-hand column, under "2020 Camp Staff Paperwork", find the line that says "Certifications". Click on the "Upload" button to the right.
5. Follow the on-screen instructions to upload the form.