

Certification Availability

Site Managers can manage certification availability using several methods. Select a method below to learn more.



Individuals can only earn active certifications that are linked to their user groups.

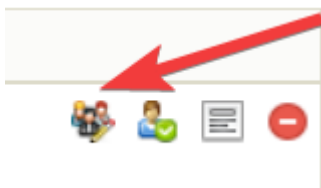
Set an Expiry Date

See [Create a Certification](#) .

Update User Groups

Site Managers can change the user groups for one certification at a time.

1. [Navigate to Certifications](#) .
2. Select **Edit User Groups** for the applicable certification from either [List](#) or [Detailed View](#) .



List View

General Companywide Training
 Created by [Sierra Trees-Turner](#) on 5/7/2021 1:34:15 PM
 Updated by [Sierra Trees-Turner](#) on 5/7/2021 1:34:43 PM

Details [Edit](#)

User Groups (1) [Edit](#)

ID: 1175
Duration: Never Expires
Description: Reflects training on policies, procedures, and courses required by all staff.
Recertification: Yes

All Learners

Detailed View

3. **Add or Remove user groups** . Optionally filter the user groups with the campus drop-down menu to see user groups belonging to the selected campus.
4. **Save**. After saving, you will return to the certification page.

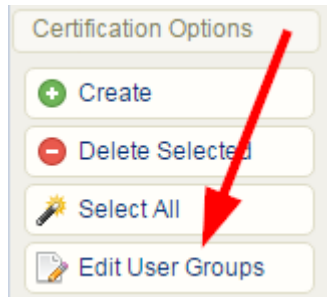
Overwrite User Groups

Site Managers can overwrite the user groups for multiple certifications.



This action removes existing user groups and replaces them new user groups for all selected certifications. Add any original user groups where the intention is to retain them.

1. **Navigate to Certifications** .
2. Select multiple certifications by clicking within their selection box.
3. Select **Edit User Groups** from the Certification Options menu. If you cannot see the menu, show the [Tool Panel](#) .



4. **Select** user groups and then choose **Add**. Select multiple items by holding down the Ctrl or shift keys or by clicking and dragging with your mouse. You can limit the number of user groups you see by using the campus drop-down menu to see only user groups belonging to one campus at a time.
5. Select **Save** at the bottom of the create certificate screen. After saving, you will return to the certification page.

Activate or Deactivate Certifications





Site Managers can change the active status of certifications. Inactivated certifications remain in the system, on reports, and attached to user profiles, but can no longer be earned.



Inactive certifications can no longer be earned but remain available to individuals who previously earned them. Inactive assets are not visible for selection when creating a certification. If you wish to include rules that point to both an inactive asset and an active asset, then you will need to temporarily activate the older assets so you can select them.

1. [Navigate to Certifications](#) .
2. To activate or deactivate a certification in [list view](#) , use the drop-down menu under Status to make a selection.

View List Detailed

Status	Created	Edited	
active	3/12/2013	5/9/2017	   
active	9:44:55	4:28:32 PM	
inactive	Sencia Administrator	Sencia Administrator	

3. To activate or deactivate a certification in **detailed view** , select the check box for next to the word **Active**.

Certifications View: List Detailed

You are viewing: Library > Certifications

Basic First Aid
 Created by Sierra Trees-Turner on 3/12/2013 9:44:55 AM
 Updated by Sencia Administrator on 5/9/2017 4:28:32 PM

☒ Active
[Check Eligible Users](#) [Printout](#) [Delete](#)

Details [Edit](#)

Duration: Never Expires
 Description: This graduate certificate program will provide Primary Care Paramedic graduates with advanced training delivered through a didactic, simulation, clinical and preceptorship environments.

User Groups (0) [Edit](#)

1. NO USER GROUPS.

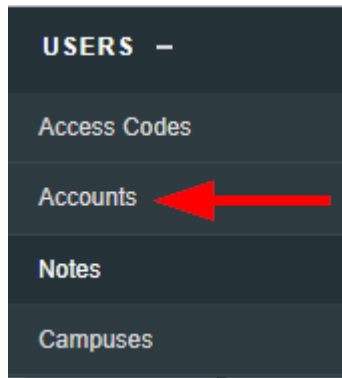
RULE: 1
 An individual must pass 1 of the following items:
 Basic First Aid - Basic First Aid Quiz (100%)
 Imported Certifications - *Imported Certification Basic First Aid*

Expire or Delete an Individual's Certification

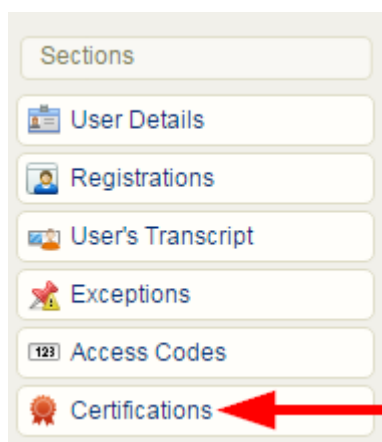
Site Managers can view all of the certifications an individual has already obtained, is working toward, or is eligible to earn directly from their profile. From the profile, Site Managers can manage an individual's certifications from the individual's profile to expire a certification or remove an earned certification.

Expire an Individual's Certification

1. Log in with a Site Manager account.
2. Select **Accounts** under Users in the main navigation menu.



3. Select an account name to open the individual's profile.
4. Select **Certifications** from the Sections menu. If you can't see the menu, show the [Tool Panel](#).



5. Enter an expiry date into the **Expires** field for the appropriate certification.

Certification Progress

Certification Name	Status	Progress	Earned	Set Earned Date	Expires	Sent	Set Sent Date
Advanced Care Nursing	Active	100%	3/14/2016 2:20:07 PM	<input type="text"/>	<input type="text" value="3/15/2016"/>		<input type="text"/>
Controlled Drugs	Active	100%	10/5/2018 10:51:54 AM	<input type="text"/>	<input type="text"/>		<input type="text"/>

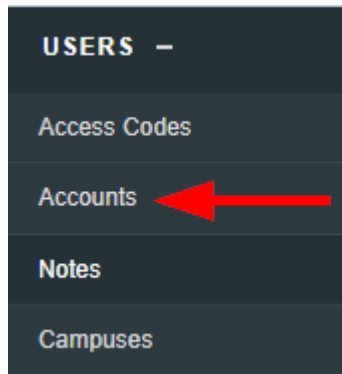
6. **Save.**

Delete an Individual's Certification

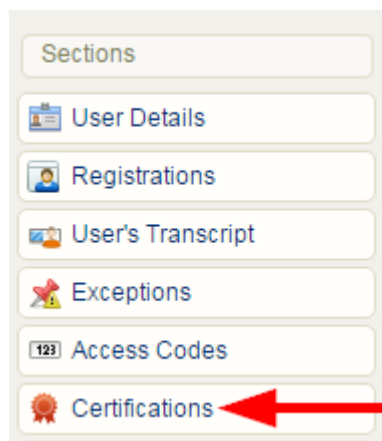


Certifications deleted from a profile are permanently removed from the system, including reports. An alternative to deletion is to expire the individual's certification.

1. Log in with a Site Manager account.
2. Select **Accounts** under Users in the main navigation menu.



3. Select an account name to open the individual's profile.
4. Select **Certifications** from the Sections menu on the right. If you can't see the menu, show



the [Tool Panel](#).

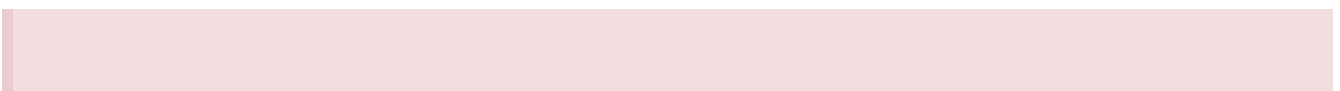
5. Select the delete icon next to any active certification that the individual earned.

Certification Progress

Certification Name	Status	Progress	Earned	Set Earned Date	Expires	Sent	Set Sent Date	
Advanced Care Nursing	Active	100%	3/14/2016 2:20:07 PM	<input type="text"/> <input type="button" value="Save"/>	3/15/2016		<input type="text"/> <input type="button" value="Save"/>	
Controlled Drugs	Active	100%	10/5/2018 10:51:54 AM	<input type="text"/> <input type="button" value="Save"/>			<input type="text"/> <input type="button" value="Save"/>	

Delete Certifications

Site Managers can permanently delete one or more certifications. Deletion affects individuals who have already earned the certification.





Deleted certifications are permanently removed from the system, including reports and all user profiles. An alternative is to delete an individual's certification (see above).

Delete One Certification

1. [Navigate to Certifications](#) .
2. To delete a single certification, select **Delete** next to the applicable certification. In [detailed view](#) , this is a button; in [list view](#) , it is an icon.
3. Select **Yes** when prompted to confirm.

Certifications View: [List](#) **Detailed**

You are viewing: Library > Certifications

Basic First Aid
Created by Sierra Trees-Turner on 3/12/2013 9:44:55 AM
Updated by Sencia Administrator on 5/9/2017 4:28:32 PM

☒ Active
[Check Eligible Users](#) [Printout](#) [Delete](#)

Details [Edit](#)
Duration: Never Expires
Description: This graduate certificate program will provide Primary Care Paramedic graduates with advanced training delivered through a didactic, simulation, clinical and preceptorship environments.

User Groups (0) [Edit](#)
1. NO USER GROUPS.

RULE: 1
An individual must pass 1 of the following items:
Basic First Aid - Basic First Aid Quiz (100%)
Imported Certifications - *Imported Certification Basic First Aid*

Certifications View: **List** [Detailed](#)

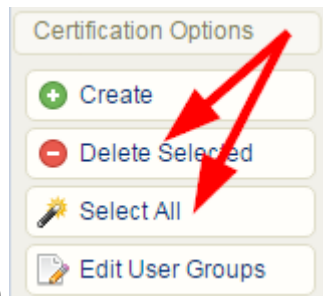
You are viewing: Library > Certifications

Name	Description	Status	Created	Edited	
Basic First Aid	This graduate certificate program will provide Paramedic graduates with training delivered through a simulation environment.	active	3/12/2013 9:44:55 Sencia Administrator	5/9/2017 4:28:32 PM Sencia Administrator	

Delete Multiple Certifications

1. [Navigate to Certifications](#) .

2. Select multiple certifications by clicking within their selection box. Alternatively, you can use the **Select All** link under the certification options menu on the right and then deselect



the certifications that you wish to keep.

3. Select the **Delete Selected** link in the certification options menu on the right.

4. Select Yes when prompted to confirm.