

## Certificate Issuance, Invalidation, and Use Policy and Procedure

<b>Authorized By:</b>	G. Franklin Lewis	<b>Date Authorized:</b>	3/16/2011
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Any questions or concerns with this Policy and Procedure document should be referred to the first-line supervisor. If questions are not resolved, follow the organizational chart.

### 1.0 Purpose

The purpose of these procedures is to provide clarity about how certificates are issued, used, and invalidated to AboveTraining Inc. employees, partnered health department officials, and external entities.

### 2.0 Scope

AboveTraining Inc. <sup>TM</sup> provides online training and certificate issuance to all users who successfully meet the qualifications dictated by partnered health department officials, state or local laws or regulations, and/or legislative documents. These procedures outline the process by which a certificate will be issued to the user and the intended use of the certificate.

### 3.0 Definitions

For the purposes of these procedures, the following definitions and connotations apply:

- “*Certificate*” is defined as a document issued after academic study of online course materials and successful completion of an online examination.
- “*Successful completion*” is understood to mean the receipt of a passing score or percentage upon completion of the online examination, the baseline of which is defined by partnered health department officials, state or local laws or regulations, and/or legislative documents.
- “*Certificate issuance*” is defined as the act of delivering a certificate via the AboveTraining Inc. <sup>TM</sup> proprietary Learning Management System (LMS).
- “*Certificate use*” is understood to mean the intended use of the certificate document by partnered health department officials and/or certificate recipient.

### 4.0 Qualifications for Certificate Issuance

Certificates are issued only to qualifying users who have met the following criteria:

- Registration with AboveTraining Inc.™
- Successful completion of online examination.
- Completion of online course or training materials (partnered health department officials may choose to eliminate this criteria).
- Fraud prevention determined not to be an issue.

### **5.0 Certificate Issuance**

Certificates are automatically generated by the AboveTraining Inc.™ LMS when a qualifying examination score or percentage is achieved. AboveTraining Inc.™ employees and partners may not artificially create or issue certificates in lieu of successful completion of the online examination.

AboveTraining Inc.™ utilizes industry best practices to ensure the security of the online examination, LMS, and all other certificate issuing systems.

### **6.0 Certificate Invalidation**

AboveTraining Inc.™ has the right to invalidate any certificate that comes under suspicion of fraudulent behavior. This may include but is not limited to:

- Fraudulent or otherwise dishonest completion of the online examination
- Duplicated or otherwise “doctored” certificate
- Request from partnered health department official

Certificates that are invalidated will be clearly marked on the AboveTraining Inc.™ LMS and the appropriate health department partners will be notified.

### **7.0 Certificate Use**

Certificate use is defined and dictated by partnered health department officials, state or local laws or regulations, and/or legislative documents.

AboveTraining Inc. does not grant credentials or acronyms to any individual successfully completing any of its certificate programs.