

Certificate Issuance, Invalidation, and Use Policy and Procedure

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Related Documents:	

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. TM 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. TM 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.

Steps to invalidate a certificate include:

1. Invalidation proposed by Client Services Coordinator
2. Decision to invalidate is carried out by certificate committee, which comprises at least the management council and StateFoodSafety.com client services coordinator. At no time, can there be less than two members of the management council participating, of which, one must be President of StateFoodSafety.com division, President of AboveTraining, VP Operations of AboveTraining.
3. Repository of invalidated certificates will be kept by Accounting with corresponding reports to management council monthly.

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.