Certificates and Statements of Credit

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COMPLETION CERTIFICATES

Learning Products can include certificates for learners to print out after completing all of the requirements of the product. A "Print Certificate" button will appear when the learner completes the product. Completion certificates are only for showing completion of the learning product and do not reflect any earned credits or hours.

STATEMENTS OF CREDIT

Statements of Credit are printable certificates tied to a Credit Profile. If a credit includes a printable Statement of Credit, the learner will be able to print out the statement after completing all of the credit requirements and then claiming credit. Statements of credit show specific earned credit hours and must be tied to an accrediting body.

COMPLETION CERTIFICATE OR STATEMENT OF CREDIT PDF TEMPLATE

Before adding a Completion Certificate or a Statement of Credit to your learning product, you will need to create a PDF template.

REQUIRED SOFTWARE

To create the PDF templates for certificates or statements of credit, you will need a PDF editor such as Adobe Acrobat Pro or PDFescape.

STEPS TO CREATE THE TEMPLATE

1. Create a basic template document that includes any hard-coded text such as data headings, a title, a border, images, and signatures. Save this template as a PDF.
2. Open your PDF in a PDF Editing tool and then create a PDF form.
3. Add text fields to the areas where you want to show learner, credit, and learning product data when the certificate or statement is printed.
4. Set the properties for each field and name the field with the appropriate title (all available titles shown below). Make sure the field is set to "Visible" and modify the font, alignment and text scroll as appropriate.
5. Save the PDF and then upload it into Learner Community.
   a. Completion Certificates are uploaded on a learning product Completion Certificate tab.
   b. Statements of Credit are uploaded on the Credits>Statement of Credit page.

STATEMENT OF CREDIT FIELD TITLES

- ActivityCode
- ActivityName
- ClaimedCreditAmountAndType
- CompletionDate
- CustomText1
- LearnerFirstLastName
- CertificatePrintCount
- CertificateValidationCode
- ClaimedCreditAmount
- CreditType
- CustomText2
- CustomText3
- CustomText4

- LearnerAlternateId
- LearnerFirstName
- LearnerFreeText1
- LearnerFreeText2
- LearnerFreeText3
- LearnerFreeText4
- LearnerLastFirstName
- LearnerLastName
- MaximumPossibleCreditAmount
- OrganizationName

CERTIFICATE OF COMPLETION FIELD TITLES

- CompletionDate
- CompletionValidThruDate
- LearnerAddress1
- LearnerAddress2
- LearnerAddress3
- LearnerAlternateId
- LearnerCity
- LearnerFirstLastName
- LearnerFirstName
- LearnerFreeText1
- LearnerFreeText2
- LearnerFreeText3
- LearnerFreeText4
- LearnerLastFirstName
- LearnerLastName
- LearnerState
- LearnerZip
- OrganizationName
- ProductTitle

EXAMPLES

CERTIFICATE OF COMPLETION:

Certificate of Completion

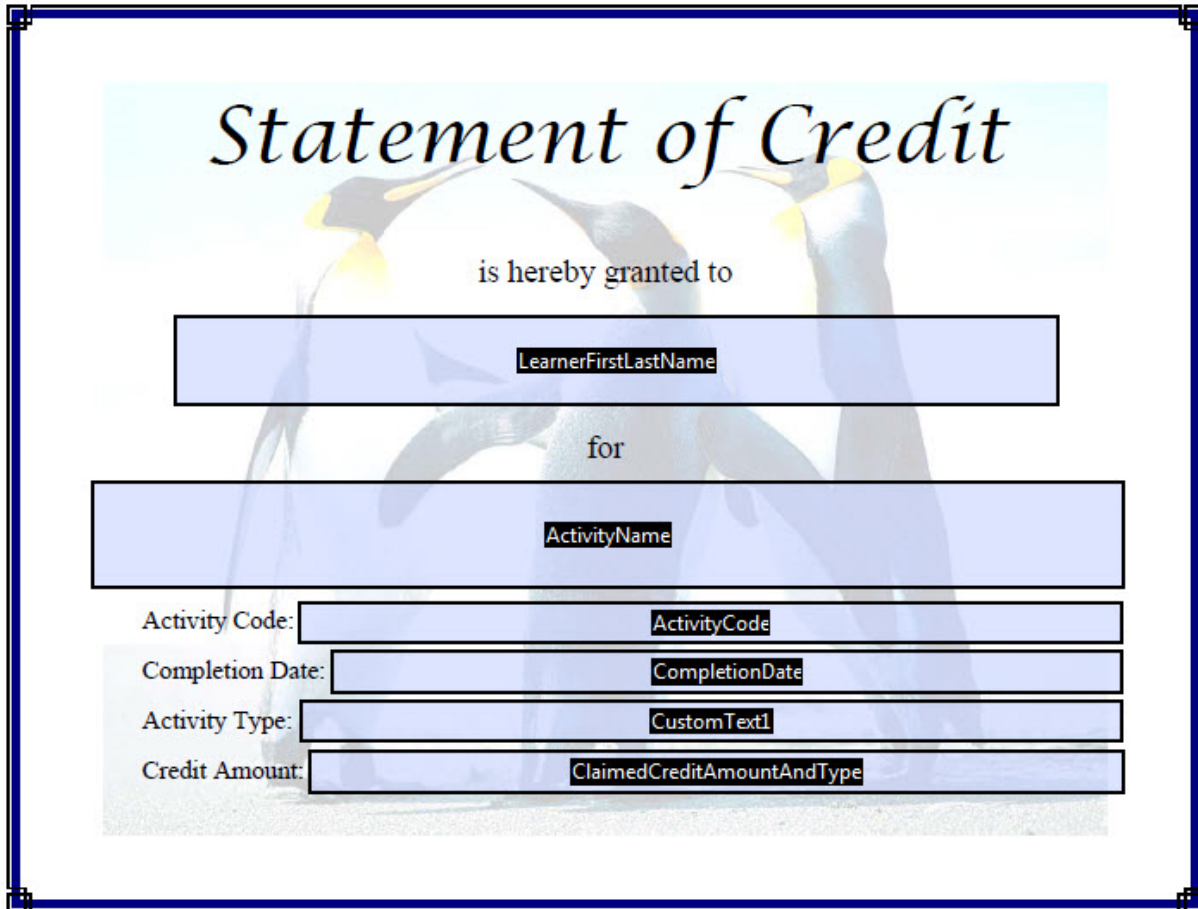is hereby granted to

LearnerFirstLastName

for having completed

ProductTitle

CompletionDate

Completion Date

STATEMENT OF CREDIT:

Statement of Credit

is hereby granted to

LearnerFirstLastName

for

ActivityName

Activity Code: ActivityCode

Completion Date: CompletionDate

Activity Type: CustomText1

Credit Amount: ClaimedCreditAmountAndType