

Certificates

All learners that wish to obtain CEUs will be awarded a certificate upon completion and review of the Learner Registration packet and payment of the appropriate fees. The certificate will be mailed to each participant that has successfully completed the training session within 4-6 weeks. A sample certificate can be found at the back of this manual.

A database will be maintained by the Coalition for all learning programs where Continuing Education Units are provided. This will include all learner information collected at registration, an individual numerical identifier for each learner and the number of Continuing Education Units earned.

The database with the CEU information will be updated within 5 business days of each learning program and maintained at the Coalition office for a period of 3 years. After this time all records are stored in an off-site storage location for a period of 4 additional years.

The trainer will be responsible for providing certificates of attendance to those learners not seeking CEUs, if applicable.