

# Certification - Add to or Remove Certification Requirements from a Certification Template

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**Description:** In this topic, the user will learn how to add certification requirements to a certification template, or remove them.

**Role Required:** Super User, Supervisor

**Permission Required:** Training Admin

1. Log in to personal profile
2. Select **Settings** from the main menu
3. Select **Training** from the submenu
4. Select **Certification Templates** from the flyout menu
5. Enter the template name in the filter and click **Search**
6. **Click anywhere in the certification template row** to open the details page
7. Click **Actions**
8. Click **Add/Remove Certification Requirement** from the drop-down menu
  - a. The Add/Remove Certification Requirement form wizard will appear
9. Use the search field or scroll through the **Available** table to find the requirements to add
  - a. Select a requirement(s) and use the right arrow to add to the selected table template
  - b. Use the double right arrow >> to add all existing certification requirements to the selected table template
10. Use the search field or scroll through the **Selected** table to find the requirements to remove
  - a. Select a requirement(s) and use the left arrow to remove selected requirements from the template
  - b. Use the double left arrow << to remove all requirements from the template
11. Click **Save** and **Yes** to confirm

## Related articles

- [Certification - Create, View, Edit, or Deactivate a Certification Requirement](#)
- [Certification - Add to or Remove Certification Requirements from a Certification Template](#)
- [Training Module - Admin Guide](#)
- [Set up Certifications - Video](#)
- [Manage Profile Certifications - Video](#)