

Certification - Create Certification Template

Description: In this topic, the user will learn how to create Certification Templates. Certification templates house multiple certification requirements and can be linked via an optional field on the object to a cost center, funding account, service code, program, employee, or client.

Role Required: Super User

Permission Required: Training Admin

Create Certification Template

1. Log in to personal profile
2. Click **Settings** on the main menu
3. Click **Training** on the submenu
4. Click **Certification Templates** on the flyout menu
5. Click **Actions**
6. Select **Add New Certification Template** from the drop-down menu
7. Complete the Add New Certification Template form wizard. All fields are required.
 - a. Template Name: Create a name for the template
 - b. Template Description: Add a description of the template
 - c. Status: Select Active or Inactive
8. Click **Save** and **Yes** to confirm
9. Add certification requirements to the template and update as needed

Related articles

- [Training Module - Admin Guide](#)
- [Set up Certifications - Video](#)
- [Certification - Create Certification Template](#)
- [Certification - Link Certification Templates to an Object or Entity](#)