

ADDING A LOCAL CERTIFICATION

A Local certification can be used for Click Safety Certifications.

Please do the following steps to add a Local certification:

- From the Admin tab, select Certifications
- Select, the Add a Cert tab

The screenshot shows a web application interface for adding a new certification. The interface has three tabs: 'Certification List', 'HO Admin', and 'Add A Cert'. The 'Add A Cert' tab is selected. The main content area is titled 'Certification - Add New' and contains the following fields and options:

- Code: [Text Input]
- Description: [Text Input]
- Card Stock: [Dropdown Menu]
- Certification Definition:: [Dropdown Menu]
- Certification Source:: [Dropdown Menu]
- Default Term (In Years): [Text Input with value 0]
- Documents Allowed: Is this a cert type where loading of external cert cards is allowed?
- Docs Are Required: Is this a cert type where loading an external cert card is required?
- NTF Type: Is this a National type certification that JATC's are not allowed to change?

An 'Add New Certification' button is located at the bottom right of the form.

- You will need to enter the following information. Please note some of the fields in the above screenshot may be different due to my permission settings.
 - Code – **Cert code for Click Safety starts with 3PCS**-Example: 3PCSOSHA10
 - Description – Cert description-Example: Click Safety OSHA 10 Cert
 - Certification Definition – Select if it is a certification, qualification, or training
 - Definition Term (In Years) – Include if the cert has an expiration
 - Certification Source – Select External
 - The last two selections are if you want the certification card uploaded to be allowed or required
- Once you have entered the required information, select “Add New Certification”
- Please note when selecting the newly added certification, use the Certification Type Selection drop down to select Local XYZ Certifications. Use the Include Older Certifications? check box and Include Empty Certifications? check box