

How Employers Can Verify Training Certificates



- b. Click on the option you need:
 - Single Certificate Verification -• if you are looking up one certificate
 - **Multiple Certificate** • Verification – if you are looking up multiple certificates (for an individual or multiple individuals)
- c. Enter the information requested in the fields, then click **Continue**.

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d. The results will indicate whether the certificate is Valid or Expired.



e. To validate multiple certificates, enter each complete certificate number, separating each with a comma. Click **Continue**. The system will provide the results indicating which certificates are valid and which are not.



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