



Serving & Retaining Participants Through Certificate Programs

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Agenda

1. Overview
2. Program Management
3. Program Demo
4. Program Correspondence
5. Program Client Use Case
6. Recap



Overview: Definition of Certificate Program

- Mandatory and elective courses
- Unifying theme or objective
- Work in progress tracked automatically
- Program awarded automatically
- Program awarded manually as needed



Overview: Cert Program vs. Certificate of Completion (1 of 2)



Certificate Program (CERT)

- Award for completing set of mandatory & elective courses
- Awarded automatically via Record Attendance
- Awarded manually as needed by Enrole user



Certificate of Completion (COC)

- PDF certificate of completion for individual course
- PDF & optional email by scheduled COC run
- PDF created manually as needed by Enrole user

Overview: Cert Program vs. Certificate of Completion (2 of 2)



Certificate Program (CERT)

- Cert Program progress visible to user via Enrole Person Detail page
- Award associated with Person

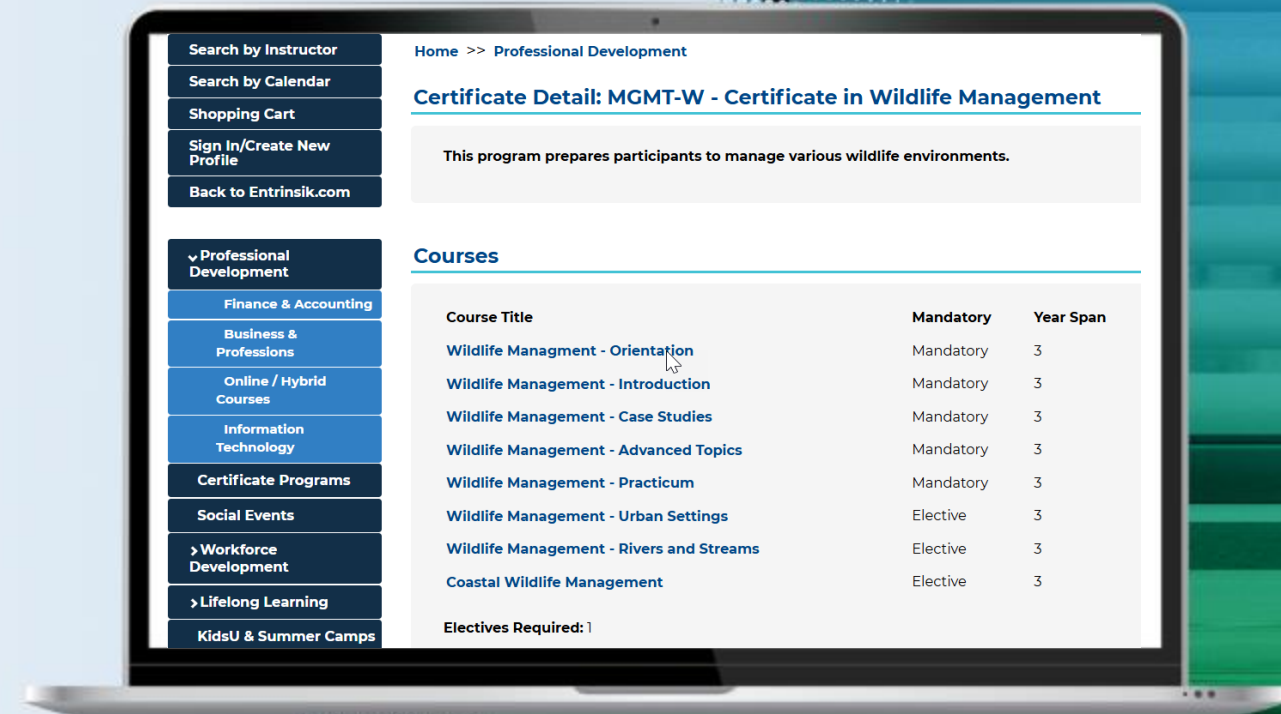


Certificate of Completion (COC)

- PDF available for attendee download via shopping cart “My Account” Orders
- PDF associated with Order

Overview: Program Visibility on Shopping Cart Site

- Certificate Program listing
- Certificate Detail page:
 - Course titles linked to detail pages
 - Mandatory/Elective designation
 - Year Span
 - Electives Required



The screenshot shows a laptop displaying a website interface. The top navigation bar includes links for 'Search by Instructor', 'Search by Calendar', 'Shopping Cart', 'Sign In/Create New Profile', and 'Back to Entrinsik.com'. The main content area is titled 'Certificate Detail: MGMT-W - Certificate in Wildlife Management' and includes a description: 'This program prepares participants to manage various wildlife environments.' Below this is a 'Courses' section with a table listing various wildlife management courses, their mandatory/elective status, and year span. A sidebar on the left lists various program categories, with 'Professional Development' expanded to show 'Certificate Programs'.

Home >> Professional Development

Certificate Detail: MGMT-W - Certificate in Wildlife Management

This program prepares participants to manage various wildlife environments.

Courses

Course Title	Mandatory	Year Span
Wildlife Management - Orientation	Mandatory	3
Wildlife Management - Introduction	Mandatory	3
Wildlife Management - Case Studies	Mandatory	3
Wildlife Management - Advanced Topics	Mandatory	3
Wildlife Management - Practicum	Mandatory	3
Wildlife Management - Urban Settings	Elective	3
Wildlife Management - Rivers and Streams	Elective	3
Coastal Wildlife Management	Elective	3

Electives Required: 1

Overview: Use Cases for Certificate Programs

Certificate Programs encourage participant retention by providing clear paths to achievement through related courses.

Use cases:

1. Formal licensing or certification
2. Micro-credentialing for export to badging application
3. Program completion at conference or camp
4. Skill set mastery in workforce development
5. Participation in lifelong learning course group



Overview: Course Year Spans

- Each Cert Program has informational default Year Span.
- Each Course in Cert Program has Course Year Span.
- Course Year Span is how long completion of that course remains valid toward program award.
- Course Year Span 0 means course completion does not expire toward program award.
- Example:
 - Course 1 Year Span: 2 years
 - Course 1 end date: 10/31/25
 - Course 1 last date to count toward award: 10/31/27



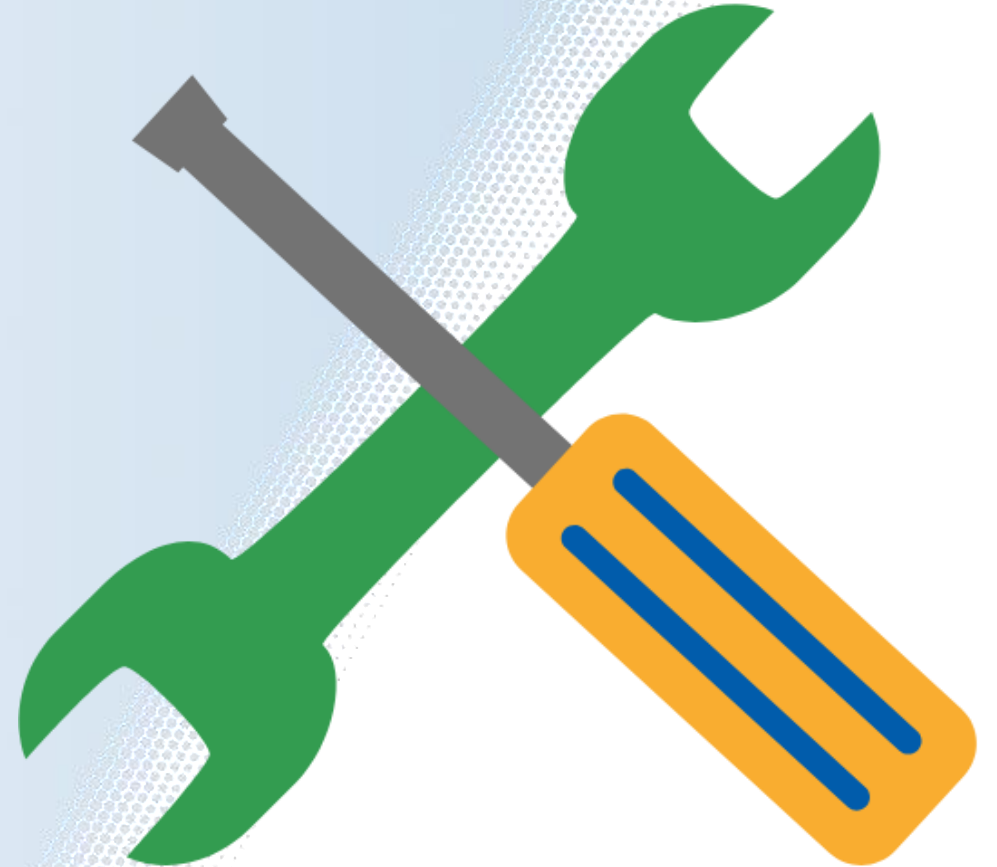
Program Management (1 of 4): Plan program

- ✓ Mandatory Courses
- ✓ Elective Courses
- ✓ Number of Electives needed
- ✓ Year Span for each Course



Program Management (2 of 4): Create program

- ✓ Program ID
- ✓ Program Description
- ✓ Program Default Year Span
- ✓ Program number of Electives required
- ✓ Program shopping cart Categories



Program Management (3 of 4): Add courses

- ✓ Course ID (active Course)
- ✓ Course Year Span
- ✓ Course designation as Mandatory or Elective



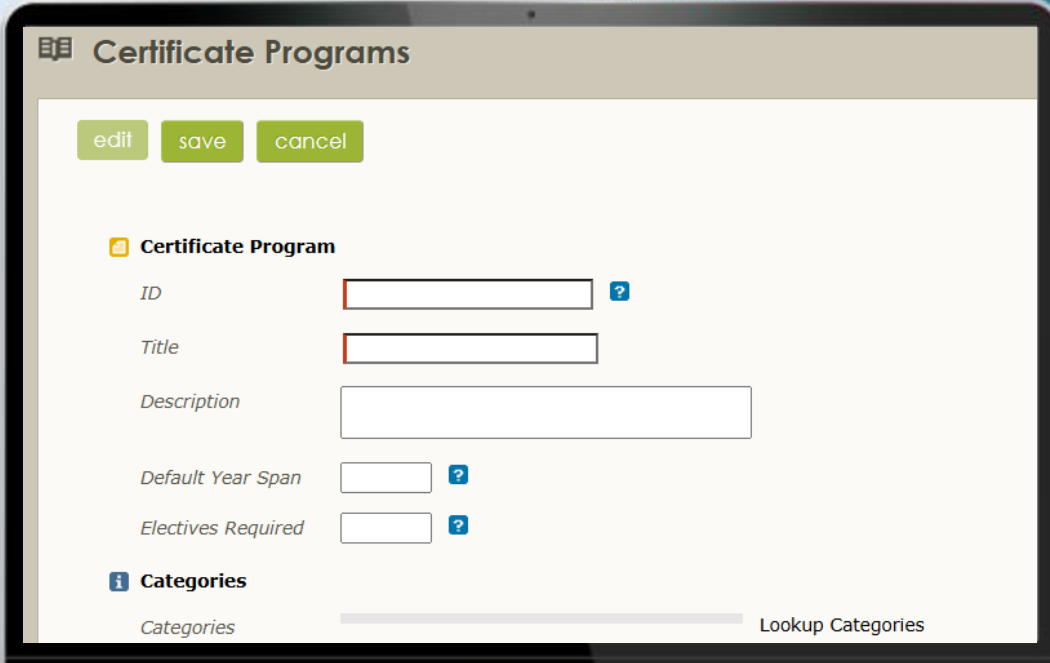
Program Management (4 of 4): Monitor progress

- ✓ Certificate Program Listing query
- ✓ Certificates Work in Progress query
- ✓ Certificate Program Graduates query
- ✓ Enrole Person Detail page
 - Programs in progress
 - Programs completed
 - Program manual award option



Cert Program Demo

- Plan program
- Create program
- Add courses
- Monitor progress



Certificate Programs

edit save cancel

Certificate Program

ID ?

Title

Description

Default Year Span ?

Electives Required ?

Categories

Categories Lookup Categories

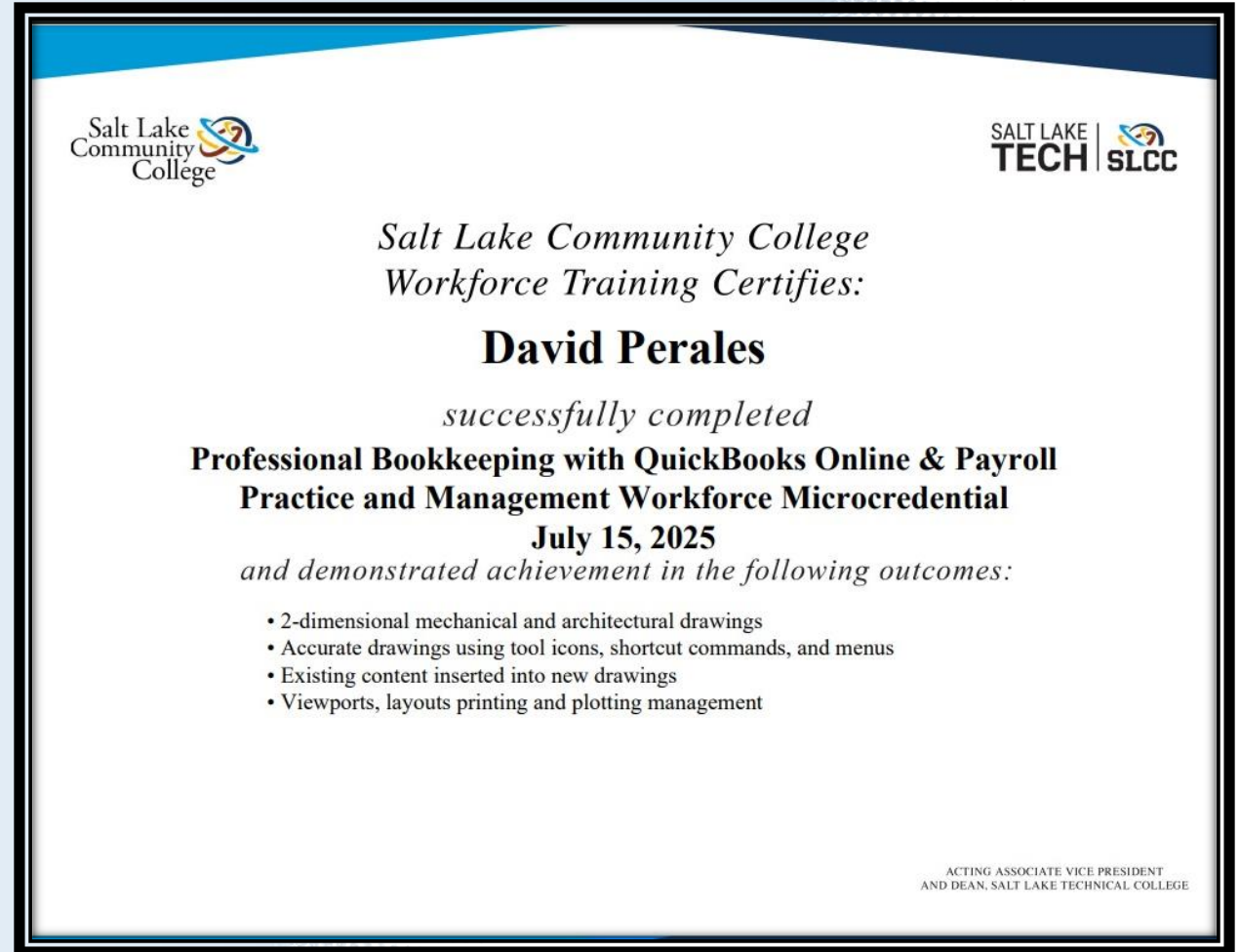
Cert Program Correspondence

- CERT.FIN file (Certificates Awarded):
 - Person ID
 - Person Name
 - Person Certificate Program IDs
- Available to link:
 - Person details
 - Certificate Program details
- Correspondence Portal: Map via custom request
- Informer 5: Template sourced from dataset mapped to CERT.FIN



Cert Program Client Use Case: Salt Lake Community College

- Learning Outcomes
- Customized Process
- Delivery



Recap

1. Overview
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6. Resources



Resources

- ✓ [Understanding Certificate Programs vs. Certificates of Completion](#)
- ✓ [Creating a New Certificate Program in Enrole](#)
- ✓ [Viewing and Maintaining a Certificate Program](#)
- ✓ [Reporting on a Certificate Program](#)
- ✓ [Viewing a Person's Certificate Programs](#)
- ✓ [Awarding a Certificate Program Manually](#)





Thank you for joining us!

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