

FACT SHEET: KEY ELEMENTS OF A CERTIFICATE OF TRAINING

1. Purpose

A Certificate of Training is issued to acknowledge that an individual has **attended or completed a training program**.

- Recognizes participation and exposure to subject matter.
- Does **not** independently verify competence or professional ability.
- Often used for awareness programs, safety refreshers, or introductory courses.

2. Governance & Oversight

- Managed by **training providers, schools, or professional organizations**.
- No requirement to follow **ISO/IEC 17024** or other international certification standards.
- Oversight is typically limited to the provider's internal quality system or accreditation (if any).

3. Content & Delivery

- **Training-based:** Focus on knowledge transfer, not independent assessment.
- Delivered via classroom instruction, online modules, or workshops.
- Emphasis on **learning objectives** (what was taught) rather than demonstrated capability.

4. Assessment & Completion

- May include a **quiz, exam, or skills demonstration**, but evaluation is determined by the training provider.
- Completion is typically based on **attendance, participation, and/or passing a course test**.
- Standards of rigor vary widely between providers.

5. Records & Documentation

- Certificate records are maintained by the training provider.
- May include course title, hours, instructor, and date of completion.
- Generally not listed in a public registry.
- Subject to less stringent **confidentiality and data protection** requirements than accredited certification bodies.

6. Professional Development Role

- Provides **continuing education credits (PDHs/CEUs)** when recognized by an accrediting organization.
- Supports ongoing learning and skill refreshment.
- May serve as a prerequisite for applying to a certification program.

7. Limitations

- **Not equivalent to professional certification.**
- Does not independently validate competence, experience, or ethical standards.
- Lacks impartial governance and surveillance mechanisms required of accredited certifications.

8. Value & Use Cases

- **Internal Employer Training:** OSHA refreshers, safety briefings, company policy training.
- **Awareness Programs:** Environmental compliance awareness, workplace harassment prevention.
- **Prerequisite or Supplemental Learning:** Can support eligibility for certification but is not itself a credential.

SUMMARY

A Certificate of Training demonstrates that an individual **attended a learning event** and may have acquired knowledge, but it is not a professional credential. Its value lies in **education and awareness**, not in independently proving competence.