What is a Certification?

A certification is learning that you need to complete and then renew at regular intervals. All certifications in UAccess Learning are prefixed with Certification in Find Learning.

A certification may have only one course that you need to take to complete it, or it may have multiple required courses along with electives.

The Completion Rules section of the certification listing identifies which sections you must complete to finish the program.
Certification Status

After you complete a certification, it is recorded in your Certification Status screen, which you can access through the Certifications link on the UAccess Learning homepage.

Your certification status updates according to the renewal period for the certification. You can always check your status on your Certification Status page.

The Status updates to Warning when you are due to renew your certification. Once you do, the Status returns to Complete.
If you fail to recertify while in Warning status, the certification will change to Expired.

If you let your certification expire, you will need to register for the whole program over again. The Expired certification will stay on your Certification Status page along with the new, completed certification.

*Note:* If you registered for a certification but have not yet completed it, the certification will not display under your certifications listing. You need to go to My Learning to see it. Only certifications that have been issued show in Certification Status.

**Recertifying**

The validity period for the certification (how long before it expires) and the requirements to recertify vary depending on the specific certification. In some cases, you will need to retake all of the classes that are included in the certification. In others, you will just need to take a subset of them.
The coordinator of your certification will be in contact when you move into Warning status to let you know what you need to do.

If you have questions about a particular certification, you can always contact the person listed as the Contact in the certification’s details screen.