

## CERTIFICATION MODULE

*Companycollege.com*

*BizLibrary's Certification Module is an added feature that allows clients to manage and track internal and external certifications. This module benefits organizations that have required compliance training or ongoing professional certification training that employees must complete within a set time period.*

Certification tracks are easily created and may include due dates, expiration dates, as well as multiple stages of offline and online learning activities.

- Each certification stage consists of one or more online or offline learning activities.
- Activities within a certification stage may be required or elective, and may serve as prerequisites for other learning activities.
- Employees and supervisors can easily monitor the training activity associated with regulatory compliance, CEU's or internal learning plans.

### FEATURES OF THE CERTIFICATION MODULE:

- Easy Administrative Creation and Set Up
- Due Dates
- Expiration Dates
- Integrated Messaging
- Multiple Course Assignments
- Online Reporting on all Certification Training Activities
- Online Printable Completion Certificates

**PUT US TO  
THE TEST!**

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[www.bizlibrary.com](http://www.bizlibrary.com)

Staying in compliance is expensive and time consuming, especially for small organizations.

*Learn how BizLibrary's compliance solutions can help.*

