

# Creating Your Training Certificates of Completion



All participants who successfully complete your training should receive a certificate of completion. In order to adequately document the participant's training experience, your training certificate must include the information listed below. Please note that the Georgia Department of Early Care and Learning logo may not be included on your certificate. The department's name, Georgia Department of Early Care and Learning may not be used in any way that implies that the training is presented on behalf of the department or that you serve as an agent, representative, or employee of the department.

## EXAMPLE CERTIFICATE

## REQUIRED INFORMATION

*You may choose or design any layout you like for your training certificate as long as it clearly displays the following:*

<b>CERTIFICATE OF COMPLETION</b>	
<b>JOHN DOE</b> Participant's Name	<b>Participant's Name</b>
Training Date(s): January 10, 2015	University of Georgia Athens, GA <b>Training Date(s) and Location</b>
<b>Art in the Classroom</b> Training Title	
Training Code: TG-ASO-XXXX WKC(s): 5.6 Clock Hours: 2 Training Level: Beginning	<b>Training Code</b> <b>Workforce Knowledge and Competency Code(s)</b> <b>Clock Hours (no more than 8 hours per day)</b> <b>Training Level</b>
Approved Sponsor Organization Code: TR-ASO-123	<b>Approved Sponsor Organization Code</b>
<b>Trainer: Jane Doe</b> Trainer's Name	
This training is provided by a DECAL Approved Sponsor Organization. Approved Sponsor Organization Statement	
_____ Participant's Signature	_____ Trainer's Signature Participant's Signature