



Certification Management with ViewCentral

Driving value and revenue for you and your customers

Benefits

- Assures your control over certification and training certificates
- Frees you from time-consuming administrative chores
- Enables higher revenue with virtually no maintenance overhead
- Supports a wide range of dynamic rules, curriculum, qualification and prerequisite course options
- Reduces administrative overhead for you and your customers
- Automates the communication and awarding of certificates, course completion, expiration dates and more

Automated certification management: greater rewards, lower overheads

The word “certified” not only conveys professionalism it also instills trust in those who see that your customers and partners have achieved official recognition from you.

But as your success grows and greater recognition of expertise is sought from your customers, so do your overhead costs. Staying on top of learning tracks, who’s completed them and the awarding of certificates becomes a costly enterprise, rather than a profitable activity. However, companies worldwide have resolved this dilemma—with automated certification management that lowers their overheads, ensures the integrity of their programs and raises revenue. And they’ve achieved it all with ViewCentral.

A complete solution for defining and managing certification programs

ViewCentral certification management gives you an end-to-end solution for establishing certification paths, courses and requirements monitoring. It automatically tracks attendance and course completion, provides an instant overview of pending certifications and automatically awards certificates.

Your programs, your rules

Creating certification programs is fast and straightforward with ViewCentral. The solution lets you tailor programs to the way you operate, making it easy to define and manage certification activities. Accommodating even the most sophisticated and fluid certification requirements, its flexible capabilities enable you to mix prerequisites, equivalencies, electives and mandatory classes.

For example, ViewCentral makes it simple to create and manage complex equivalency standards. You can include rules enabling students to challenge courses and waive them, allow them to substitute courses and do so in any combination you wish—with everything tracked, recorded and reported automatically.

Certification Courses Requirements Attendee Groups **Pending Certification** Certified Attendees Decertified Attendees Translations

Basic Business Analyst

Select Attendees Did not meet Certification Requirements

Attendee Search First Name Last Name

Email

Organization

Company

Export

Course Name	Registered	Passed	Attended
Fundamentals for Business Analysts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Analyst Certification Exam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standards of Business Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Implementing Business Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Records 1 - 20 displayed out of 51 total

Attendees	Course Name	Registered	Passed	Attended	Start Date	Certification Criteria Met	Certify Select All / Clear All
▶ Meg Ryan	Business Analyst Certification Exam	No	No	No	14-Nov-05	No	<input type="checkbox"/>
	Fundamentals for Business Analysts	Yes	No	Yes			
	Implementing Business Processes	No	No	No			
	Standards of Business Conduct	No	No	No			
▶ Ben Kingsley	Business Analyst Certification Exam	Yes	No	No	14-Nov-05	No	<input type="checkbox"/>
	Fundamentals for Business Analysts	Yes	Yes	Yes			
	Implementing Business Processes	No	No	No			
	Standards of Business Conduct	No	No	No			

An intuitive interface and easy forms make it simple to define tracks, allow for equivalencies and create certification courses.

Key Features Include

- Easily customize sets of courses to create certification program
- Automatic tracking of attendance and course completion
- Instant overview of pending certifications
- Automatically sends email certificate to attendee upon course completion
- Automatically notifies selected personal when attendee has completed course
- De-certify or expire attendees at predefined intervals
- Change attendee group affiliation based on certification or de-certification

Additional Product Information

www.viewcentral.com/resources

- [Training as a Business](#)
- [Automated Revenue Recognition](#)
- [Certification Management](#)
- [Subscription Management](#)
- [Training Credit/Voucher Management](#)
- [Global Taxation](#)
- [Salesforce Integration](#)
- [Schedule a free demo](#)

Automatic tracking and communication of course completion, discounts, certificates and decertification

Once an attendee has successfully fulfilled their course requirements, ViewCentral automatically emails their certificate to them, along with congratulations. According to your pre-established criteria, the system will also place certificate recipients into the right discounts groups and remove them upon expiration.

Plus, ViewCentral offers the option of sending reminder emails to customers whose certificates are approaching expiration. These can be sent according to the cadence of your choice—for example as 90- 60- and 30-day reminders and at expiration of their certificates.

The certification module can be used for any level of achievement, from accreditation to globally recognized certifications.

More information

With ViewCentral you enjoy an easy, overhead-free certification management solution that adds value to your services and makes a positive contribution to your bottom line. And your customers benefit from a reliable and seamless way to maintain employees' skills and much-needed qualifications. To find out more visit www.viewcentral.com or call us at 888.322.5169.