

Policy No: G-8

Subject: Certificates of Completion

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors, AASL Staff

Policy Statement:

Participants in AASL's continuing education activities will be provided with a certificate of completion.

Focus:

Primary: AASL Staff, AASL Board of Directors, Programming Volunteers

Definition:

Continuing Education: An all-encompassing term referring to any educational program designed to offer further knowledge or skills.

Certificate of Completion: Documentation to indicate participation in an event (live or virtual). There is no academic credential or state endorsement attached.

Purpose:

To describe the process and requirements for issuing a certificate of completion.

Procedure:

1. AASL will provide personalized certificates of attendance for online courses and in-person events of less than 300 registrants.
2. The certificate will bear the signature of AASL's Executive Director.
3. Duplicate certificates will be furnished upon written request and processed with no additional fee if sent electronically. Request for additional hard-copy certificate(s) will require a processing fee per certificate.
4. AASL will provide the following additional continuing education documentation (per Policy G-3):
 - a. Clock hour tracking form for AASL National Conference
 - b. Proof of attendance form for AASL eCOLLAB