

## **Instructions for completion of pdf “fillable” course certificates for CWA TMC Training courses**

### **A. Open the pdf file.**

The fields of the form that should be completed are highlighted in blue. Once you complete a field, tab down to the next highlighted field.

#### 1) Field 1: Trainee’s Name

**Do you want to print enough certificates for the whole class and write in the names of the attendees?**

If yes, leave this field blank. Complete the rest of the fields and then print enough certificates for your class and then fill in the attendee’s names by hand.

**Do you want to fill in the entire certificate and then print them individually?**

If yes, complete all the fields, including the name, then print that person’s certificate. Then, delete that name and replace it with the next person’s, and print, etc., until you have a certificate printed for each attendee.

#### 2) Field 2: Insert the number of course hours completed

#### 3) Field 3: Insert the name of the course (example: Incident Investigation Training or Heat Stress) Note: If more than one course is covered you should show this. Example: If you put 8 hrs in field 2 but covered 6 hrs of incident investigation and 2 hours of heat stress, you should show that in field 3.

#### 4) Field 4: Insert the date the class was completed using the date format m/dd/yyyy.

#### 5) Field 5: Insert the location of the class (example: Pittsburgh PA or Oak Ridge TN)

#### 6) Last field: Trainee’s personal ID number. (Explanation of personal ID number is in the appendix of each book with the final assessment directions).

#### 7) An authorized TMC trainer who presented the course will sign on the line above TMC Trainer after certificates have been printed and class is complete.

- 8) Use a heavier parchment type paper for printing if this type paper is available. It makes for a more impressive certificate. However regular copy paper can be used.

### **TMC Trainer responsibilities when producing and distributing certificates of course completion**

1. Class participants must successfully complete all assigned work.
2. TMC Trainers must facilitate the completion of all required paperwork for the participant to receive the certificate.
3. TMC Trainers must keep secure any and all files and programs containing certificate forms and participant information.
4. Trainers must keep secure or destroy any extra blank or completed certificates not given to participants.