Staff / Instructor Certifications

Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **User Permissions for Certifications**.

Jackrabbit understands that keeping staff certification records up to date plays an important role in your business. The Staff Certifications feature streamlines this process for you.

- ⭐ Ensure students are protected by keeping staff certifications current.
- ⭐ Maintain historical reporting; expired certifications are not overwritten and remain in the staff record.
- ⭐ Monitor certification alerts from the Executive Dashboard.

The first step for Staff Certifications is to **add new certification drop-down values**.

⊙ Create and Manage Certification Drop-down Values

Expand/Collapse All

⊙ Work with Staff Certifications

⊙ Executive Dashboard Certification Alerts

When a staff member re-certifies, **DO NOT** delete or edit their outdated certificate, instead, add a new certificate with the new **Certified On** date; the status of the old certificate will show as **Expired.** This allows you to retain the history.