



How Employers Can Verify Training Certificates

- a. Visit any of our websites or www.360training.com and click [Certificate Verification](#) at the bottom of the page.
- b. Click on the option you need:
 - **Single Certificate Verification** – if you are looking up one certificate
 - **Multiple Certificate Verification** – if you are looking up multiple certificates (for an individual or multiple individuals)

The screenshot shows the 360 Training logo at the top. Below it, the text "Select Single or Multiple Certificate Verification" is centered. There are two buttons: "Single Certificate Verification" and "Multiple Certificate Verification". Below these buttons is the 360 Training logo again, followed by the text "360training is a company that includes the following family of brands:". Below this text is a list of brands: OSHAcamous®, Learn2Serve®, Apert Campus®, VanEd®, TIPS®, HIPAA Exams®, OSHA.com, ACLS Medical Training, Hard Hat Training, American Resuscitation Council, AdvanceOnline, Compliance Training Online, Mortgage Educators and Compliance.

- c. Enter the information requested in the fields, then click **Continue**.

The screenshot shows the 360 Training logo at the top. Below it, the text "< Go Back" is on the left. In the center is a button labeled "Single Certificate Verification". Below the button, the text "Please enter the last name present on your certificate and the certificate number in the fields below." is centered. There are two input fields: "Last Name" and "Certificate Number". Below these fields is a purple button labeled "Continue".

- d. The results will indicate whether the certificate is **Valid** or **Expired**.

The top screenshot displays the 'Valid Certificate' result. It features a green checkmark icon and the text 'Valid Certificate'. The input fields are: Name, Course Name, Date of Issuance, and Date of Expiration. A 'Search Again' button is located at the bottom.

The bottom screenshot displays the 'Expired Certificate' result. It features a red X icon and the text 'Expired Certificate'. The input fields are: Name, Course Name, Date of Issuance, and Date of Expiration. A 'Search Again' button is located at the bottom.

- e. To validate multiple certificates, enter each complete certificate number, separating each with a comma. Click **Continue**. The system will provide the results indicating which certificates are valid and which are not.

The screenshot shows the 'Multiple Certificate Verification' interface. It includes a text input field labeled 'Certificate Numbers' and a 'Continue' button. A message states: 'You can provide comma-separated certificate numbers below to verify multiple certificates. You can verify up to 50 certificates at once.'