CHILD AND ADULT CARE FOOD PROGRAM

Training Certificate FAQ

ADE is providing this document to support institutions in accessing their training certificates.

I completed the training but a link did not appear on the top right corner of the slide. How do I complete the survey and get my training certificate?

Links may not appear during the training if you have chosen to watch the training on the Vimeo website or if you have chosen to fast forward or rewind the video. If this happens, you can access the survey and certificate by selecting "Click here to obtain your certificate" listed under every Vimeo training on the **CACFP Renewal Resources webpage**.

☑ Complete the survey questions then click "SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE".

☑ Page 2 will appear with a link for the training certificate.

I completed the survey and the certificate appeared in a web browser. It appears the certificate is for the wrong training. What should I do?

The training certificate must be customized by the user.

☑ Save the training certificate to your computer.

☑ Customize the training certificate.

Name: Type your first and last name

Training Title: Select the training you completed from the drop down menu of options

Completion Date: Select a completion date from the calendar

☑ Save and keep on file. Certificates will be uploaded into the CNP Management Plan.

I customized my certificate but when it's printed, the printed certificate does not match my customization. What should I do?

Certificates do not need to be printed because they will be uploaded electronically to the CNP Management Plan. If you choose to print the certificate for your records, please follow the instructions in #2 above, saving the certificate to your computer before customizing and printing.