

ed2go Quick Guide – Career Training Programs

Certificate of Completion

✓ Policy

Your institution is responsible for issuing a Certificate of Completion.

✓ Requirements

1. Student has completed the course requirements and notifies their Facilitator
2. Facilitator reviews and confirms all components of the course were successfully completed
3. ed2go confirms student has fulfilled any financial obligations (i.e. student loan)
4. Completion verification may take 24-48 hours from the time the student completes their program.

✓ Notification

1. Login to the Online Administration Center
2. Click the Account tab
3. Under #5 Enrollment Notifications add, edit or remove recipients.

✓ Reporting

1. Login to the Online Administration Center
2. Click the Students Tab
3. Choose a Date Range
4. Status = Complete

✓ Templates

We recommend using a certificate with an embossed seal, including the student's first/last name, program title and completion date, printing on heavier stock paper, and mailing a hard copy to the student. Certificates are to be sent within 30 days of student completion.

[With Seal](#)

[Without Seal](#)