1. **Name:** The name listed on the certificate is exactly the same as what was entered on the Registry membership application.

2. **Career Level:** A [Career Level](#) is based on an individual's formal training, related college credits, and completed degrees. The Career Level is an indication of a Registry member's education level, and not an indication of an individual's qualifications for any licensed positions.

3. **Account Information:** Current Registry members enjoy a number of [benefits](#). This part of the Registry Certificate shows the membership expiration date and Registry ID number. The expiration date is always the last day of the month, one year after the membership application was submitted. An individual's Registry ID number is a unique number. Please keep this number handy when working with Registry staff or attending a training event.

4. **Training Summary:** The dates here coincide with the expiration date and show the training year in which the training hours were counted. The training listed here show ONLY the training taken completed within the listed time frame AND submitted to The Registry by the trainer / training agency. Current members can access their Learning Record which breaks down all training verified by The Registry the past 2 calendar years. Individuals with a Registry account can access a list of all training ever verified by The Registry by logging in, accessing the Personal Profile, and clicking the Training page.

5. **Years of Experience:** The years of experience shown here come from the information entered on an individual's Employment History page. Individuals should update employment records accordingly so that experience is accurate.

6. **Qualifications:** Qualifications are based on licensing requirements and determined by entry level coursework, experience, and age. Some positions an individual preliminarily qualifies for, may need a supplemental course to fully meet the qualification. [Review licensing requirements](#).

7. **Special Endorsements / Training:** This section shows the special endorsements or training verified by The Registry.

8. **QR Code:** The QR code is a security measure to help prevent fraud. It is unique to each Registry member.