

## **Sampling and Testing Personnel Certifications Report - Quick Reference Guide**

The report, Sampling and Testing Personnel Certifications, can be used to identify samplers and testers in need of recertification. This can be done by modifying the report parameters in the header of the report to narrow down search results. The report has the following parameters.

Geographic Area	<input type="text"/>	Company	<input type="text"/>	Certification	<input type="text"/>	User Name	<input type="text"/>
Effective Year	<input type="text"/>	Expiration Year	<input type="text"/>				

### **Geographic Area**

This parameter selects testers by district, branch, or non-departmental.

### **Company**

This parameter selects testers by specific companies.

### **Certification**

This parameter selects testers with specific certifications.

### **User Name**

This parameter selects testers by name.

### **Effective Year**

This parameter removes all certs with effective dates before the effective date parameter.

### **Expiration Year**

This parameter removes all certs with expirations dates after the expiration date parameter.

### **Identifying Testers in Need of Recertification**

To identify testers in need of recertification do the following,

- Set the certification parameter to the certifications in question.
- Adjust the expiration parameter the date of the next opportunity to recertify, this will identify all those whose certification will expire and not be able to recertify.
  - For example, the classes to recertify are held only during the spring, so and tester that would have their certification expire in the fall will not be able to recertify until the following spring.
- Adjust the effective date to remove any certs that expired in the past, which will be based on duration of the certification in question.
  - For example, if the certification is a 5 year cert then the effective date should be six to seven years before the expiration date.
- Lastly, set the geographic area, company, and user name parameters as desired.