

smartprograms.aglc.ca info@smartprograms.aglc.ca SMART Programs c/o AGLC 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Toll-free in Alberta: 1-877-436-6336

## Get proof of your certification

Proof of certification is issued upon successful completion of all program certification requirements. Print or save your certificate from your SMART Programs account to your mobile device.

You can print as many copies of your certificate as you want while your certification is valid. To get proof of certification ...

- Sign into your account with the email address and password assigned to it. If you can't remember
  your password, click on the Forgot Your Password? link to retrieve it. If you don't have access to
  this email account, please contact us.
- Choose **Personal Information** from the **My Account** drop-down menu. Scroll to the **AGLC Course Information** field at the bottom of the page.

A highlighted **Card** hyperlink appears next to any program with valid certification.



• Click on the hyperlink. Follow the on-screen instructions to print your certificate or save it your mobile device. Proof of certification is also saved to the **Completion Status** page of your account.

**Note**: Effective October 2016, production of plastic cards was discontinued. Plastic cards are accepted as proof of certification until the expiry date shown on the certificate.

Industry workers are required to provide proof of certification at the request of an AGLC Inspector. **Proof of certification** includes:

- paper printed certification card that has a QR code
- a plastic card that does not have a QR code
- clear images of either of the above (i.e., image, photograph, or screen shot) saved on the staff member's mobile device/phone.

More information about AGLC's SMART Programs' policies is online at aglc.ca.