

### Change the name on your SMART certificate

The name on your SMART Programs account **must** match your legal name as it appears on your government-issued, photo identification.

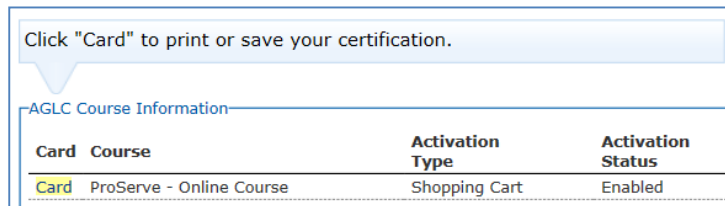
To change the name on your SMART certificate, send an email to [info@smartprograms.aglc.ca](mailto:info@smartprograms.aglc.ca). Include ...

- Your 12-digit SMART Programs account registration number. It appears on your certificate and Personal Information page.
- The name on your account, as it appears now, and
- The name you’re changing it to.

SMART Programs will change the name on your account and send confirmation upon completion. To print or save proof of your 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:** Industry workers are required to provide proof of certification to their employer and at the request of an AGLC Inspector. **Proof of certification** includes:

- paper printed versions that have a QR code
- the Personal Information page printed from the staff member’s SMART account
- a plastic card (that does not have a QR code)
- clear images of any of the above (i.e., image, photograph, or screen shot) saved on the staff member’s mobile device/phone.

Licensees must keep a log of staff certifications. Logs are subject to review by AGLC. Information about AGLC’s SMART Programs’ policies is online at [aglc.ca](http://aglc.ca).