



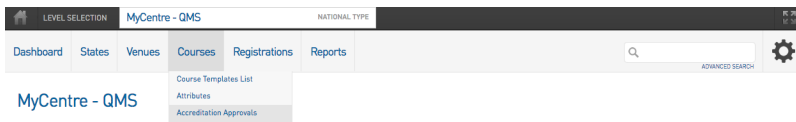
How do I approve a Course Accreditation?

Last Modified on 06/12/2023 10:59 am AEDT

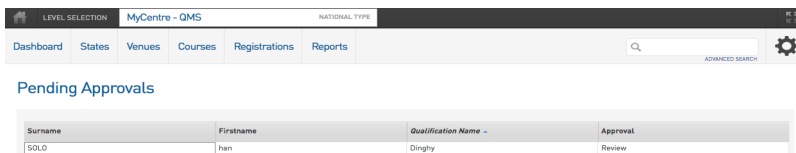
Approve Accreditation

As a national administrator you will be required to grant approval for certain qualifications prior to a course participant being granted the record and issued a certification. To approve an accreditation, please complete the following steps.

Select Accreditation Approvals from the Courses tab:



A list of participants requiring your attention will display:



To approve/reject a participants Accreditation, click the Review area under the Approved Tab:



Once selected, you will have the option to approve/reject the Accreditation:

Pending Approvals

Surname	Firstname	Qualification Name	
SOLD	han	Dinghy	<div style="border: 1px solid #ccc; padding: 2px;"><input type="checkbox"/> Complete <input type="checkbox"/> Rejected <input checked="" type="checkbox"/> Review</div>

To finalize the approval/rejection, simply click away from the are once you have made the selection.
