**Certificate of Participation for ACFE Board funded Pre-accredited Training Programs**

**December 2019**

**Guidelines of use:**

* The certificate template is for use by ACFE Board registered Learn Local providers and Adult Education Institutions who are funded to deliver pre-accredited training programs.
* It is only to be used to recognise a learner’s participation in an ACFE Board funded pre-accredited training program. The learner must have satisfactorily completed the pre-accredited training program to be eligible to receive the certificate.
* Complete all editable fields before printing the certificate and obtaining the relevant signatures.
* Do not remove or change the master header / Learn Local branding in any way.
* Do not change the font type (Arial), size or the colour (Pantone Process Blue C (RGB 43, 154, 212)) of the editable text.
* To insert your own provider logo in the top left hand corner, follow these steps:
	1. Delete ‘Insert provider logo’ text from text box
	2. While the cursor is in text box, select ‘Insert’ friom the main menu then select ‘Pictures’
	3. Find the logo you would like to use and click ‘Insert’
	4. Modify the size of logo to fit in the white space provided in the top left hand corner.

*Note: If you don’t have a suitable logo to add into the top left hand corner, please just delete the text.*

* We recommend you list between three and five outcomes achieved by participating in the program, however there is space to list up to 10 outcomes (one line each) if you like.

An example of how the certificate should look once it has been completed is provided on the following page.

The ACFE Board hopes this template assists Learn Local providers and Adult Education Institutions to recognise learners for their participation in pre-accredited training programs.

**EXAMPLE OF COMPLETED CERTIFICATE OF PARTICIPATION**

  