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*i5o Consulting Services*

## Category 8: Awarding the IACET CEUs and Maintaining Learner Records

### 8.1 - Learner Verification

To ensure that the learner who registers and participates in the learning event is the same learner who receives IACET CEUs, I5O has developed the Learner Verification Process. The Learner Verification Process also ensures communication of successful completion requirements and achievement of IACET CEU credits and evidence of this communication. The I5O Consulting Services Learner Verification Process resides on the I5O Consulting Services website ([i5oconsulting.com](http://i5oconsulting.com)).



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## LEARNER VERIFICATION PROCESS

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## Purpose

The purpose of this process is to ensure and verify registered learners across the LMS and registration platforms.

## Responsibilities

The Data Manager within I5O Consulting Services is responsible for verifying all learners across platforms.

## Procedures

All participants must register in the GoSignMeUp registration course page. This registration page collects the following data which is required.

- a. Learners first and last name
- b. Email address
- c. Password is generated for access back into account for transcript review
- d. Supervisor's Name
- e. Supervisor's Email
- f. Address
- g. City
- h. Zip
- i. Home/Cell Phone

When participant submit all required data, an account is created in system and ID student (STXXXXX) is generated based on order of registration for student.

This student generated ID is then entered into the Moodle student account creation credentials so that they match for verification.

In GoSignMeUp registration portal there is a enrollment report that list each student enrolled in the course and printed roster contain student information that was entered during registration which is verified against Moodle LMS system enrollment.

Upon completion of course and receipt of notification from instructor that student has passed, then the course(s) that participates are enrolled in are transcript for verification of attendance and completion. An electronic certificate is also emailed to registered student based on system roster report and transcript.

## Approval(s)

Approver:	Teresa Hardee
Approval Date:	5/30/2020

## Revision History

Version #:	1.0
Policy Effective Date:	5/30/2020
Next Review Date:	5/30/2021