



YOUR CERTIFICATES YOUR DESIGN

You decide how you want them to look.

ABSTRACT

Adobe Captivate Prime supports your need to align training certificates with your organizational look-and-feel. Go ahead and let us know how you want it to be.

[Product Management, Adobe Captivate Prime](#)



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About this Document



A part of traditional training expectations is the awarded certificate. Everyone wants the piece of paper that proclaims clearly that one has undertaken and satisfactorily passed/completed said training. Even in the age of eLearning and virtual classrooms, learners still want the tangible quotient: the certificate.

Adobe Captivate Prime understands this requirement as also the need sometimes to make this mark of recognition include enterprise branding as much as possible.

Administrators often ask:

1. "Is it possible for my learners to print a paper certificate upon completion of a Training in Captivate Prime?"
2. "Is it possible to make the certificate look more like our other organizational collateral?"

The answer to both these questions is "YES!" This document will tell you what you need to know about:

1. Printing a Certificate upon completion of a Training in Captivate Prime; and
2. How to get customized certificates for your Captivate Prime account.

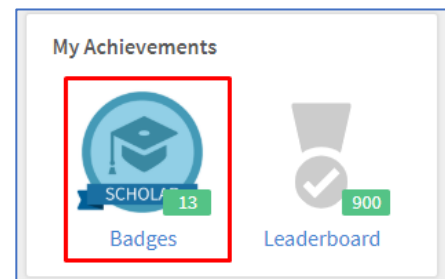
Badges and Default Certificates


In Captivate Prime, [Badges](#) are awarded for the completion of Trainings and the achievement of [Skills](#).

Trainings

As Author when you create a [Course/Learning Program/Certification](#) in Captivate Prime, you always have the option of adding a Badge. When you associate a badge with any of the above Trainings, learners will be awarded the badge on completion of the associated Training. Badges show up in a widget called [My Achievements](#) in the Learner UI. When the learner clicks on **Badges**, they can then choose to download a badge as a

PDF/Badge. Clicking on **PDF** lets them download the certificate and print if required.




 **CAPTAIN**
Status: **Achieved**
Completed **Writing essentials** on Nov 25, 2019

[PDF](#) | [Badge](#)

Skills

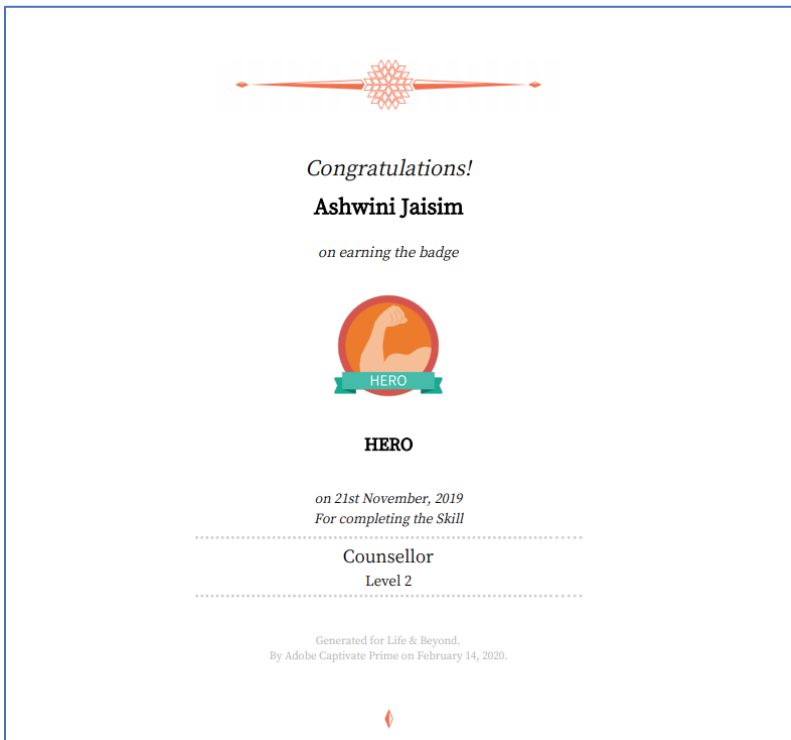
Badges are awarded for completing Trainings as well as for achieving [Skills](#). Skills are created by the Admin. Authors create Courses that lead to the achievement of Skills. Every Course is mandatorily mapped to a Skill at the time of creation.

Skills

 **BLACK BELT**
Status: **Achieved**
Completed **General** on May 03, 2019

[PDF](#) | [Badge](#)

A learner can download any/every badge they earn. They can download it as a certificate (PDF) or as an image. A default certificate is used for all badges across Captivate Prime. Certain fields change such as: Learner's name, Course name/Skill name, Account name, Badge image etc. However, the overall appearance of the certificate remains constant. Below is an example:





Custom Certificates

Why customize certificates? A brand conscious enterprise likes to control how their certificates look. You may want your company logo, font, department name, or perhaps someone's signature on your certificates.

If you have explored the **Badges** feature in Captivate Prime, you already know that you can add your own badges or customize the default ones. It follows that you may also want the certificate you download to reflect your organizational branding.

What are these certificates for? Just like with the default certificates, you can create a custom certificate and associate it with Trainings and/or Skills in Captivate Prime.

Although the Captivate Prime UI currently does not enable this, we do enable customization through our [support team](#):

How to customize a certificate: All you have to do is create an HTML page of how you want your certificate to look. If, for any reason, you cannot create an HTML version, you are welcome to create it in a Word document and [send it to us](#), and we will create the HTML for it.

You must also decide to which level(s) the certificate applies. Do you wish to have this format applicable to all certificates across your account? Is it only for certain Trainings/Skills?

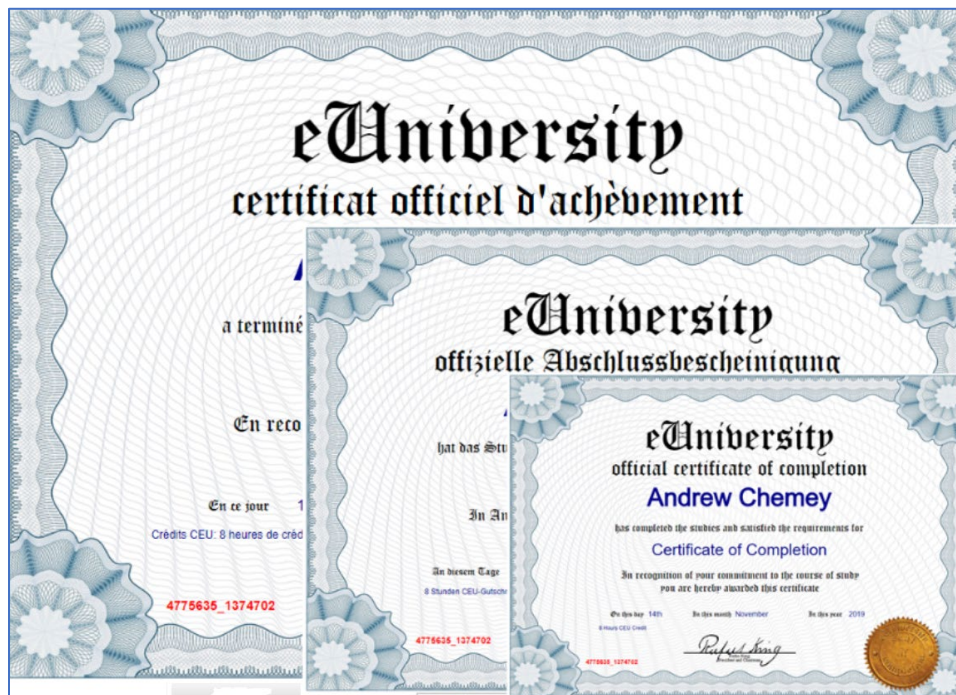
- **Account Level** – Where all certificates across all Trainings/Skills will be as per your new design.
- **Trainings:**
 - You can make it applicable across all Trainings (Courses/Learning Programs/Certifications).
 - You can choose to make it applicable to individual Trainings (e.g. Course X, Learning Program Y, Certificate Z).
- **Skills:**
 - You can create a customized certificate for all Skills.
 - Or create certificates applicable to individual Skills (e.g. Skill 1, Skill 2, Skill 3).

You can specify these requirements in your interactions with our [support team](#), and we will ensure it is done and made available in your Captivate Prime account as soon as possible.

Note:

- Just as with the default certificates, learners can view, save and/or print a PDF copy of the certificate.
- The certificate will display on any device that supports HTML5.
- The feature supports multiple languages, and localized versions appear depending on the user profile.

Below is an example of a customized certificate courtesy CoSo Cloud:



Summary

As a learner centric LMS, Adobe Captivate Prime endeavors to lend itself as much as possible to learner and training requirements. Ensuring uniformity and consistency of branding across all collateral is an important part of employee and learner engagement. As part of this focus, we support you in providing your employees with fully customized certificates on completion of training.

Please do reach out to us to customize your organization's training certificates:

captivateprimesupport@adobe.com.