

Clarification of Terminology – Award for Completion Categories.

Certificate of Attendance/ Certificate of Completion:

The certificate of attendance indicates participation and presence during a continuous education event, workshop or programme without a requirement to demonstrate the achievement of established learning outcomes.

A certificate of attendance is awarded at the completion of a workshop, course or programme or conferences both in person or via online mediums, where there is no requirement to demonstrate that learning objectives have been through an evaluation, test or any other form of assessment.

For longer term programmes, offered over a number of weeks or months, participants who meet minimum attendance rate requirements, are sometimes awarded a certificate of completion. (Brown, 2014; Chinese University of Hong Kong School of Continuing and Professional Studies, n/d; Physiological Oncology Rehabilitation Institute, n/d).

Assessment-Based Certificate:

An assessment-based certificate, is awarded following the completion of a continuous education program that assists participants in acquiring specific knowledge, skills, and/or competencies associated with intended learning outcomes.

The achievement of the learning outcomes is measured by a recognized method of assessment that has a predetermined standard of success. Only those participants who meet the performance, proficiency, or passing standard for the assessment(s) are awarded the certificate.

Certificate holders are not awarded an acronym or letters for use after their names upon completion of the program. However, they are entitled to state that they have a *Certificate in ABC* which implies a level of mastery of the knowledge, skills, and competencies of the subject area studied. An assessment-based certificate does not lapse or expire at the end of a predetermined time (Brown, 2014; Physiological Oncology Rehabilitation Institute, n/d).

Certification:

A Certification attests that an individual has earned a credential based on standardized criteria established by a third-party organization/ accredited and recognised certification organisation.

To become certified, an individual must fulfil a set of requirements, with the focus on independent assessment against predetermined standards of knowledge, skills, and/or competencies that align with expectations of performance.



During training, participants are required to demonstrate that they have met specific criteria (often theoretical/knowledge based and experiential) before becoming eligible to sit a certification evaluation or assessment process, conducted in a proctored setting.

A certification holder, deems an individual minimally competent, and entitled to claim *Certified in ABC* and use a designated acronym or letters after their name.

Certifications are often time-limited with a requirement for certified individuals fulfil specific and ongoing practice requirements to maintain their competence, which must be demonstrated to maintain the credential after a specified time period (Adams et al., 2004; Physiological Oncology Rehabilitation Institute, n/d).

Adams, P. S., Brauer, R. L., Kara, B., Bresnahan, T. F., & Murphy, H. (2004). Professional Certification. *Professional Safety*, 49(12), 26-31.

Brown, J. (2014). All Credentials Are Not Created Equal. *The Ashia Leader*, 19(5).
<https://doi.org/https://leader.pubs.asha.org/doi/10.1044/leader.OTP.19052014.32>

Chinese University of Hong Kong School of Continuing and Professional Studies. (n/d).
Certificate of Attendance/Certificate of Completion (For General Courses/Online and Distance Learning Programme only).
<http://www.scs.cuhk.edu.hk/en/page/detail/134>

Physiological Oncology Rehabilitation Institute. (n/d). *Assessment Based & PORi-Certified. What do these terms mean?* Retrieved 18th of September 2021 from
<https://www.pori.org/what-is-an-assessment-based-certificate-program.html>

