

Defer a Certification for a Specified User

To defer a specific certification for a supervised user, open the Users Page of the People Module from the Main Menu. Click the name of the user whose certification you want to defer opening the user's Certifications Details Page.

User: Allison Becker ...

Supervisor: Hunter Folse, Mitzi Orkus

User Certifications Submit Certification Manage Roles/Certifications

Allison Becker: Certifications

Outstanding Requirements

Search:

| <input type="checkbox"/> | Certification | Expiration Date | Attachments |
|--------------------------|---|-----------------|-------------|
| <input type="checkbox"/> | Emergency Information Form ... | Nothing on file | |
| <input type="checkbox"/> | Employee Handbook ... | Nothing on file | |
| <input type="checkbox"/> | OSHA training certificate ... | Nothing on file | |

Showing 1 to 3 of 3 entries

Certifications Submitted for Approval

Note: If you have successfully completed a course through KAStrac's Moodle, it may take up to 5 minutes for it to process.

Search:

| <input type="checkbox"/> | Certification | Expiration Date | Required |
|--------------------------|---|-----------------|------------|
| <input type="checkbox"/> | Emergency Information Form ... | 1/24/2027 | JF General |
| <input type="checkbox"/> | OSHA training certificate ... | 1/24/2027 | JF General |

Showing 1 to 2 of 2 entries

Certifications

Search:

| <input type="checkbox"/> | Certification | Expiration Date | Required |
|--------------------------|---|--|------------|
| <input type="checkbox"/> | Emergency Information Form ... | Nothing on file | JF General |
| <input type="checkbox"/> | Employee Handbook ... | Submit Certification Complete Form or Payment | JF General |
| <input type="checkbox"/> | OSHA training certificate ... | Not Applicable / Defer | JF General |

Showing 1 to 3 of 3 entries

The Certifications Table will display the user's required certifications. Click the three-dot icon to the right of the user's certifications name opening the context menu and select Not Applicable / Defer. This opens the Defer Certification Modal.

Allison Becker: Defer Certification - Emergency Information Form X

This certification is:

Required - do not defer
 Not applicable for this user
 Deferred until

Apply to the following roles:

JF General

Note (optional):
This note may be seen publicly from the QR report.

Save Cancel

Click to indicate that the certification should be deferred and designate the date the deferment ends. Indicate any relevant notes

If the certification is deferred, a valid date is required to indicate the end of the deferment period.

Any notes made regarding the deferment on this modal will be publicly visible on the user's QR Report.

Certifications

Search:

| Certification | Expiration Date | Required | Attachments | Notes | Actions |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> |
| <input type="checkbox"/> ● Emergency Information Form | Nothing on file | JF General | | Deferred: 01/31/2026 | |
| <input type="checkbox"/> ● Employee Handbook | Nothing on file | JF General | | | |
| <input type="checkbox"/> ● OSHA training certificate | Nothing on file | JF General | | Submitted (1/25/2026) | |

Showing 1 to 3 of 3 entries

Select the Save button and the certification will now show as deferred on the Certifications Table. In the Expiration Date column, the number of days until deferment ends is displayed. In the notes column, the date the deferment ends is stated.

Revision #2

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