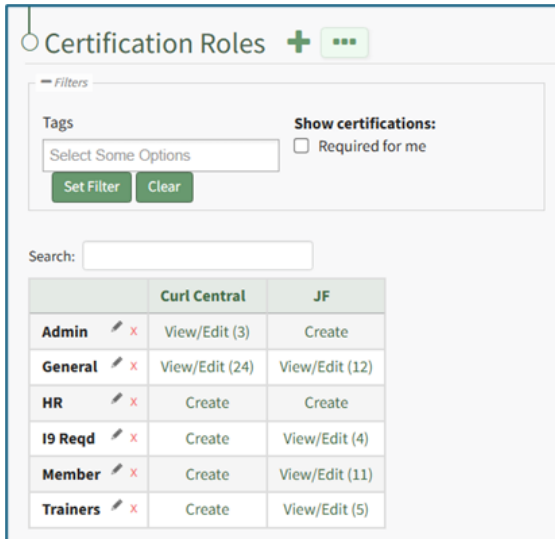


Delete a Certification Role

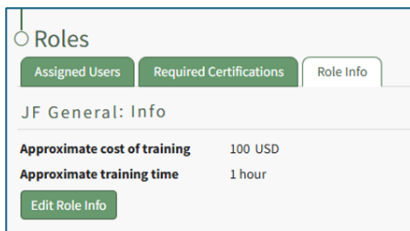
To permanently delete a certification role, select the Roles in the People Module from the Main Menu to open the Certification Roles Page.



The screenshot shows the 'Certification Roles' page. At the top, there's a header with a search icon and the title 'Certification Roles'. Below this is a 'Filters' section with a 'Tags' dropdown menu (showing 'Select Some Options') and a 'Show certifications:' checkbox labeled 'Required for me'. There are 'Set Filter' and 'Clear' buttons. Below the filters is a 'Search:' input field. The main content is a table with two columns: 'Curl Central' and 'JF'. The table lists various roles with their respective actions.

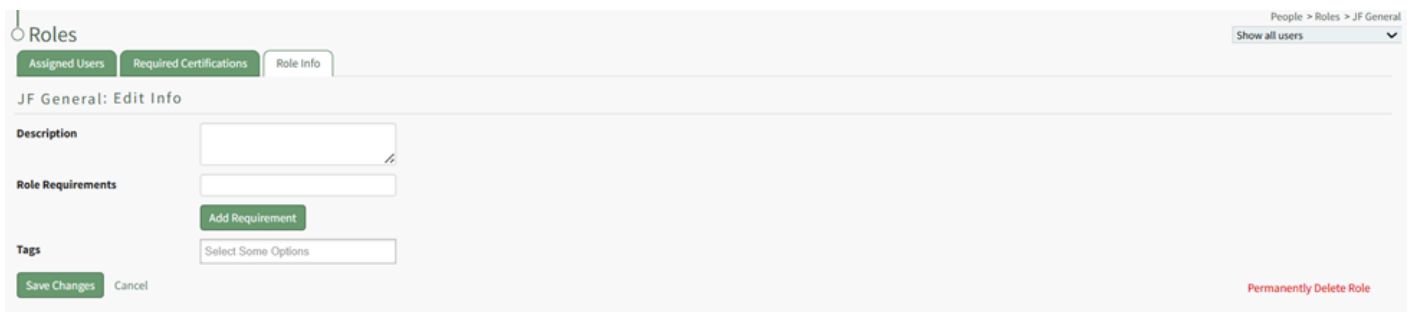
	Curl Central	JF
Admin ✎ ✕	View/Edit (3)	Create
General ✎ ✕	View/Edit (24)	View/Edit (12)
HR ✎ ✕	Create	Create
I9 Reqd ✎ ✕	Create	View/Edit (4)
Member ✎ ✕	Create	View/Edit (11)
Trainers ✎ ✕	Create	View/Edit (5)

Identify the certification role you wish to permanently delete and click the “View/Edit (#)” clickable link associated with it to open the certification role's Details Page. Select the Role Info Tab.



The screenshot shows the 'Roles' page with the 'Role Info' tab selected. The title is 'JF General: Info'. It displays two fields: 'Approximate cost of training' with a value of '100 USD' and 'Approximate training time' with a value of '1 hour'. There is an 'Edit Role Info' button at the bottom.

Click the “Edit Role Info” button to open the certification role's Edit Info Page.



The screenshot shows the 'Roles' page with the 'Role Info' tab selected. The title is 'JF General: Edit Info'. It displays a 'Description' field, a 'Role Requirements' field, and a 'Tags' dropdown menu (showing 'Select Some Options'). There are 'Save Changes' and 'Cancel' buttons at the bottom left. At the bottom right, there is a red link labeled 'Permanently Delete Role'.

Click “Permanently Delete Role” from the bottom right-hand corner of the Edit Info Page to delete the Certification Role, opening a Deletion Confirmation Modal.

This cannot be undone! Are you sure you want to delete this role and associated certification requirements?

OK

Cancel

The modal states “This cannot be undone! Are you sure you want to delete this role and associated certification requirements?” Click the “OK” button to permanently delete the certification role.

Deleting a Certification Role does not delete associated Certifications or users, but rather the Certification Requirements assigned to users by the Role.

Revision #1

Created 2026-01-19 22:30:46 UTC by Mitzi Orkus

Updated 2026-01-19 22:35:37 UTC by Mitzi Orkus