

Indicate a Required Certification is Not Applicable to a Specified User

To indicate that a required certification is not applicable to a specified user, open the Users Page of the People Module from the Main Menu. Click the name of the user whose certification you want to indicate is not applicable 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:

☐	Certification	Expiration Date	Attachments
☐	Emergency Information Form	Nothing on file	
☐	Employee Handbook	Nothing on file	
☐	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:

☐	Certification	Expiration Date	Required
☐	Emergency Information Form	1/24/2027	JF General
☐	OSHA training certificate	1/24/2027	JF General

Showing 1 to 2 of 2 entries

Certifications

Search:

☐	Certification	Expiration Date	Required
☐	Emergency Information Form	Nothing on file	JF General
☐	Employee Handbook	Submit Certification	JF General
☐	OSHA training certificate	Complete Form or Payment	JF General
☐		Not Applicable / Defer	JF General
☐		History	

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 - Employee Handbook 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 is not applicable for this user. Add any relevant notes regarding the requirement.

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

Select the Save button.

Revision #1

Created 2026-01-26 02:10:10 UTC by Mitzi Orkus

Updated 2026-01-26 02:12:56 UTC by Mitzi Orkus