



AWARDS Certification

COURSE GRID

The following course grid displays the set of requirements for achieving each level of AWARDS Certification. Completion of Level 1 is a pre-requisite for Level 2, and so on. Each level has accompanying exams.

There is a set price for each level, which includes all courses, materials, and exams required to complete the level.

Level 1 – Basic	\$1000
Level 2 – Intermediate	\$1000
Level 3 – Master	\$1500

If a participant wishes to pass out of a level, each exam required for the level must be successfully completed before the course. The cost of passing out of Level 1 by exam is \$400, and the cost of passing out of Level 2 is \$400. If any of the exams are not passed, the participant can enroll in the courses, and the \$400 fee will be applied to the full cost for that level.

Qualifying Exam: Before taking any certification courses, each prospective participant must complete the Qualifying Exam (cumulative exam on basic user skills), offered free of charge. This exam has no accompanying course but is designed to gauge your general knowledge of AWARDS. A satisfactory score on this exam is a prerequisite for all of the certification courses listed below. There is no obligation to enroll in Certification upon successful completion of the Qualifying Exam.

Required Course	AWARDS Basic Certification (Level 1)	AWARDS Intermediate Certification (Level 2)	AWARDS Master Certification (Level 3)
Intake / Admission	✓	✓	✓
Services within AWARDS	✓	✓	✓
Service Plans	✓	✓	✓
Employment & Reception Desk	✓	✓	✓
Calendar & Incidents	✓	✓	✓
Human Resource Functions		✓	✓
Permissions		✓	✓
Executive Configurations		✓	✓
Medical		✓	✓
Help Desk & Problem Solving		✓	✓
Strategies for Training Your Team		✓	✓
AWARDS FormBuilder Online Training		✓	✓
Models of Service			✓
Executive Tasks Within AWARDS			✓
Operations within AWARDS			✓
Fiscal Reports & Entitlements			✓
AWARDS BillingBuilder			✓
Project Management & Implementation			✓
Program History Corrections Online Training			✓