



CERTIFICATION MANAGER

LRN's Certification Manager goes beyond acknowledgments—it's a one-stop-shop for automated reviewer workflows, storage, tracking and reporting of certifications, questionnaires, conflicts of interest, disclosures and registry.

EASILY SEND OUT, FOLLOW-UP, TRACK AND ANALYZE ANY REQUIREMENT:

- Code of Conduct Certification
- Policy Acknowledgement
- Anti-Competition Policy Acknowledgement
- Annual attestation or consent
- Supplier/Contractor Disclosures
- Hotline Acknowledgement
- Records Retention and Disposal
- Gifts & Entertainment Registry
- Conflict of Interest Disclosure
- Anti-Bribery
- Financial Interest Disclosure
- And More...



ANNUALLY
Submit once when assigned



REGISTRY DISCLOSURE
Submit each time there is a qualifying event

Certification Manager seamlessly integrates across all business functions and across our platform products like Campaign Manager, Bulkload Manager, User Manager, Course Customizer and Console.

CERTIFICATION MANAGER

LRN's Certification Manager is a Catalyst® platform tool that provides an escalation workflow process to address disclosures that may put your organization at risk. With CM, you can request clarifications, assign reviewers, provide guidance and create a comprehensive record.



FEATURES:

- Fresh, user-friendly interface, with dashboard review status
- Customizable, stand-alone registry/disclosures capabilities in 67 standard languages
- Rules-based assignments for single, multiple, and direct report reviewers
- Custom labels (risk type, review priority, outcome, etc.)
- Proxy functionality to capture offline employee disclosures
- Assignment, tracking, notification, and follow-up workflows
- Due date-driven capabilities
- Reassignment capabilities and role-based permissions
- Completion reporting and data export
- Pre-population of previous year's questions



BENEFITS:

- Automate the process of obtaining employee and third-party disclosures
- Create fully customizable questions that you can embed at the end of a course, or use separately
- Automatically assign, re-assign, notify reviewers, and categorize by custom labels
- Create unique registries for gifts or entertainment that can be accessed on-demand
- Easily monitor all submissions across your enterprise
- Establish case management when needed by capturing and documenting all company actions taken
- Automatically track responses and link results to LRN's Reporting and dashboard tools
- Keep an electronic central repository for on-demand access to company-wide certifications and attestations



LRN Inspiring Principled Performance

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