

It takes some planning to “set the stage” for an effective, online SHIP certification program. There are a handful of things you'll need to consider before you start. This HAPSaver will guide you through the planning process and offer tips to help you succeed!

Things to Consider

Here are some decisions you'll need to make, based on the unique needs of your SHIP:

- Who will you certify?
- On which topics will you certify them?
- What training material(s) will they use to learn about those topics prior to certification?
- When will you certify them?
- How frequently will you certify them?
- How long will they have to complete each certification?
- Will the certification be open-book or closed-book?
- Who will come up with the certification questions?
- Will the certification be graded, pass/fail, or simply need to be completed?
- What happens if a SHIP team member fails to pass or complete a certification?
- Will any team members be “grandfathered” or exempt from certification?
- Will you offer an alternative option for team members that aren't comfortable using the computer and/or Internet?

Certification Strategies

A comprehensive certification program can include many features, such as initial training, update training, exercises, online “testing,” and mentoring or shadowing.

For more information, check out HAP's [SHIP Certification Resource Center](#).

Planning Tips

Here are a few tips to help you navigate your way into online SHIP certification:

- Try to involve your SHIP team members in the planning process. They can help you develop a great certification program that your SHIP will support!
- Once you've finished planning, create an implementation plan or timeline to help guide your SHIP certification efforts and keep them on-track.
- Consider having a short “pilot” phase so your SHIP can get used to the online certification process.

Want to Learn from Other SHIPs?

Visit HAP's [SHIP Certification Resource Center](#) to learn how other SHIPs are tackling these tough questions!