





How do I Setup a Recertification Set?

The recertification process updates certifications for operators who have met the criteria defined in a recertification set. A recertification set can be created per device type and institution.

To create a new Recertification Set:

1. From the Recertification Sets menu  **Recertification Sets**, click the **Add**  button
2. Fill out the General detail fields of the Recertification Set:
 - a. Name
 - b. Device Type
 - c. Institution
 - d. Check the **Automatic Execution** box to have RALS run this set automatically
3. Click **NEXT**
4. Select the Locations within the chosen institution to apply the Recertification set (Operators with this home location will be eligible) and then click **NEXT**
5. Complete the Eligibility details:
 - a. Certification Expiring in the Next - will tell RALS to look for certifications that will expire in the specified period in days
 - b. Certification Expired in Last - will tell RALS to look for certifications that expired in the specified time period in days
6. Click **NEXT**
7. Fill in the New Expiration Date details, **choosing one** of the following options:
 - a. Months From Recertification Date – New expiration date will be given based on the chosen number of months from the Recertification Date
 - b. Specific Expiration Date – New expiration date will be the date indicated



How do I Setup a Recertification Set?

8. Complete the Criteria Fields:
 - a. Criteria Must be Met Within Last – this field is required and indicates the number of days RALS will look back to determine if operators have met the recertification criteria chosen
 - b. The remaining fields are used to determine the criteria that must be met for an operator to be eligible for recertification, at least one criterion must be provided and may vary depending on the device Type selected
 - c. Choose the optional Education Verification requirements for the recertification set and then click **NEXT**
9. For device types that support messaging, the Certification Expiration Message allows you to indicate the number of days prior to certification expiration, RALS will send a message to be displayed on the device and you can enter the message to be sent in the Operator Message field
10. Click **SAVE** and the new recertification set will be created.



How do I Setup a Recertification Set?

To execute the recertification set manually:

1. Select the set you would like to run
2. Use the right mouse click function to select **Execute** from the menu:

