Requesting a Custom LMS Course and Official CodyNick Certificates for your Students

As an authorized affiliate delivering a course with a certified instructor, you can request to use CodyNick's LMS system and/or have official CodyNick certificates to be issued for your class. These certificates will be issued with an official QR code and certificate numbers.

Rules and Expectations:

1. Both the Affiliate's certification and the Primary Instructor's certification must be valid by the end of the course (the issue date of the certificate, if applicable). This will be verified by CodyNick.
2. As with Unofficial Certificates, the instructor chooses the recipients of the certificate. The instructor must make certification decisions only with the students' progress in the course, and with no other basis.
3. Once issued, instructors are not authorized to revoke certificates (marking previously passed student as failed in the evaluation assignment WILL NOT revoke the certificate if it is already downloaded by the student). If a revokation is needed, contact support and provide an explanation.
4. Under no circumstances should the affiliate or instructor issue certificates to users who have not participated in the class. If a student requests a certificate without participating in a class, refuse and direct them to the online placement test.
5. Do not reuse previous courses to issue certificates for

new students as this will lead to inaccuracies in the certificate details (unless CodyNick support has explicitly told you that you can do so with a certain course)

If you need certificates and an LMS course and do not have one already

1. Log into the CodyNick LMS with your affiliate account. If you don't have one, contact CodyNick support.
2. Go to "My courses" and click on "Request a Course".
3. Enter your course name and a shortname for your course, and choose "Affiliate Courses" as the category if prompted.
4. In the request details, include the following:
    - The primary instructor's CodyNick ID number and the Affiliate Certificate holder's CodyNick ID number along with the affiliate details and/or certificate number if holding more than one Affiliate Certificate.
    - Wether you need a certificate with your course or just an LMS course.
    - Your course start and end dates.
    - Your course level (if not specified in the chosen course name)

5. Complete your request and wait for approval. You will receive an email once your request has been approved. You can add your students to the course afterwards.
6. If you requested a certificate, you will see it in the course page along with an assignment activity, in which you should determine pass/fail status for your students. You can customize the criteria in this activity.

If you already have an LMS course without certificates, and need certificates added

Contact support with your course information to add a certificate to your course.