



Employer Proof Checklist

For students sending certification proof to an employer, HR department, school, or licensing file.

Start here: Use the certification instructions you received after class. If you just finished training, start with CPR Safety 411's After Class page. If someone needs to confirm a certification, use the Verify Certification page.

Before you send proof

- **Confirm what your employer needs.**
Ask whether they want a PDF, image, card link, verification instructions, or all available details.
- **Check your name and course details.**
Make sure your name, course type, completion date, and expiration date are clear and accurate.
- **Save your own copy first.**
Keep a copy of your card, certificate, screenshot, or verification link before sending anything.

What to include

- **Your certification proof.**
Attach or link the certification document, eCard, certificate, or provider record you were given access to.
- **Helpful identifying details.**
Include your full name, course name, completion date, and any certification ID or provider details shown on the certification.
- **Verification path if requested.**
If the employer needs to confirm validity, send the Verify Certification page or provider verification instructions.

After sending

- **Ask for confirmation.**
Request a quick reply that your proof was received and accepted for their records.
- **Keep the message thread.**
Save the sent email or upload confirmation in case you need to reference it later.
- **Contact CPR Safety 411 if something looks wrong.**
If your student information appears incorrect, use CPR Safety 411 support rather than editing the certification yourself.

Quick send note

To: _____
Needed by: _____
Sent on: _____

Message starter

Hello, I am sending my CPR Safety 411 certification proof for your records. Please let me know if you need anything else to verify or file it.

Helpful links

After Class: <https://www.cpr411.com/after-class>
Verify Certification: <https://www.cpr411.com/verify-your-certification>
Student Resources: students.cpr411.com/resources