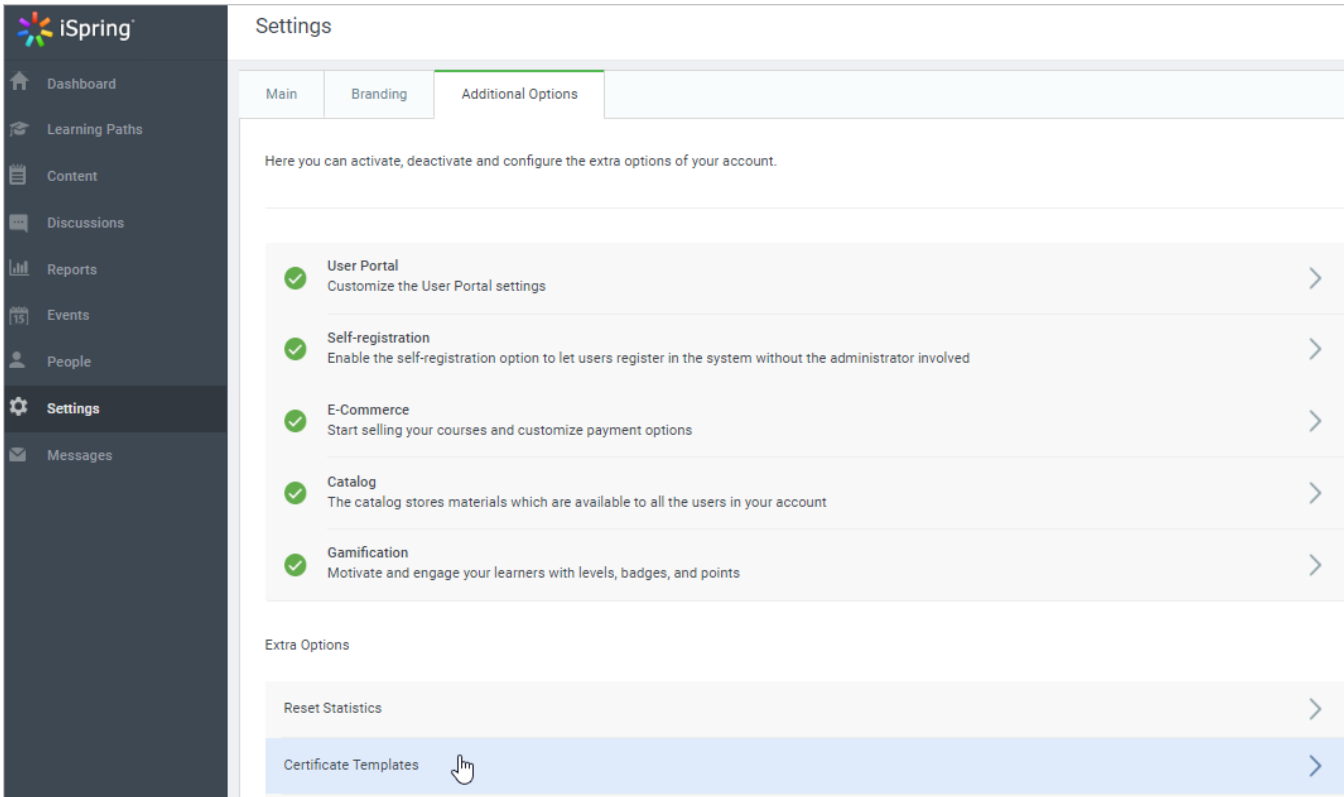


Certificate Templates

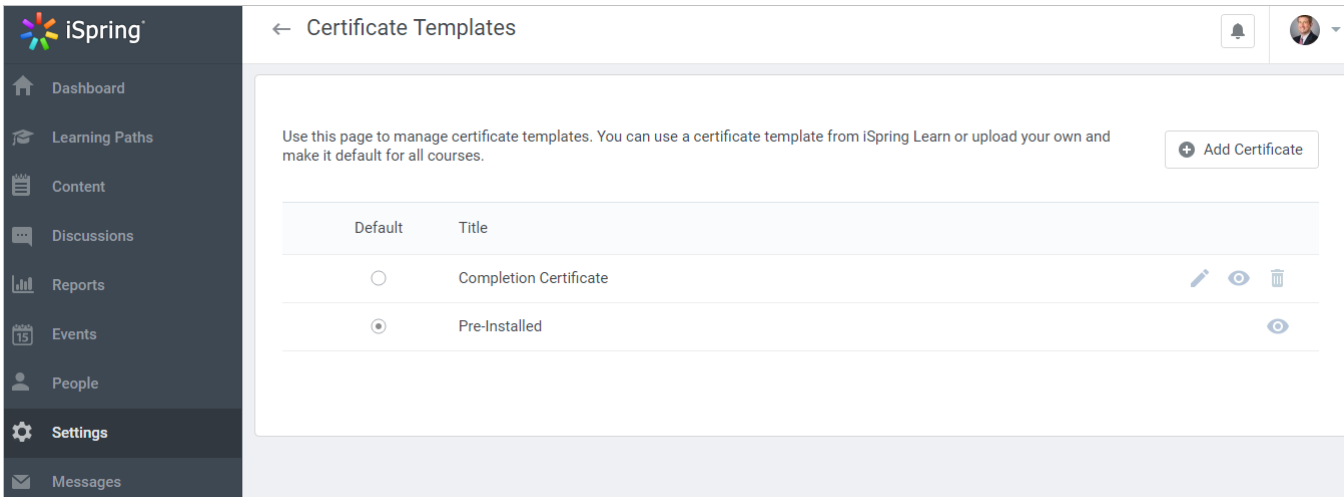
You can upload PDF certificates to your iSpring Learn account to deliver them to your students upon completion of the courses.

- [Adding Certificates](#)
- [Editing Certificates](#)
- [Deleting Certificates](#)

On the **Settings** page, choose the **Additional Options** tab and click **Certificate Templates**.

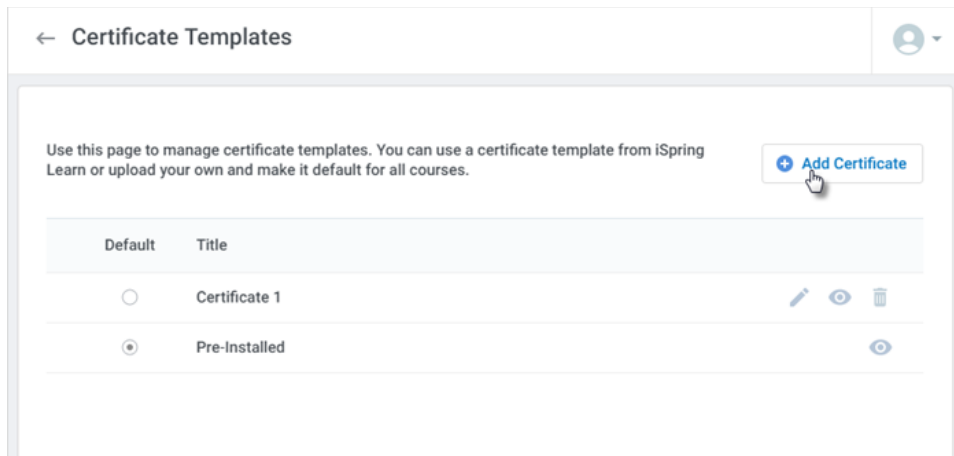


You will see the list of uploaded certificates. Here you can add, edit, and remove certificates.



Adding Certificates

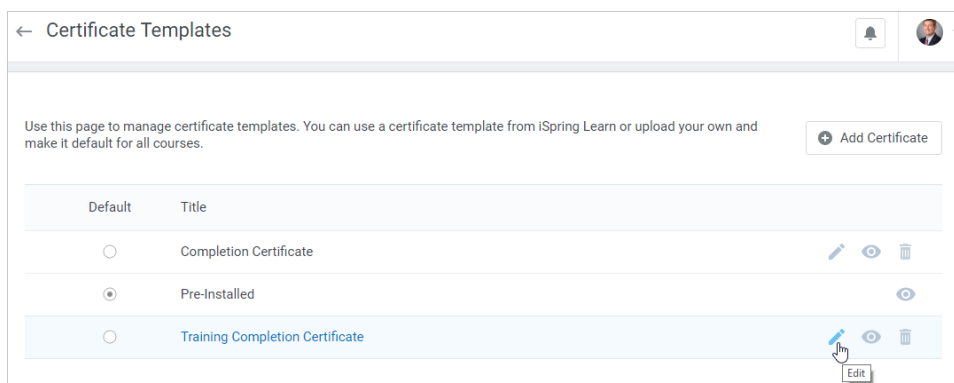
1. Click **Add Certificate**.



2. Type a certificate name. It will appear in the list of certificates.
3. Click the **Browse** button and choose a pdf certificate.
4. Click the **Upload** button. The certificate will be uploaded to your iSpring Learn account.

Editing Certificates

1. Click the **Edit** icon.



2. Edit the title of the certificate.
3. Upload a new certificate if you need to.

4. Click the **Update** button to apply the changes.

Edit Custom Template

Title:

File:

Expiration Period: days after completion

[Learn how to create a custom certificate template](#)

Deleting Certificates

1. Click the **Delete** icon.

Certificate Templates

Use this page to manage certificate templates. You can use a certificate template from iSpring Learn or upload your own and make it default for all courses.

Default	Title	
<input type="radio"/>	Completion Certificate	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
<input checked="" type="radio"/>	Pre-Installed	<input type="button" value="View"/>
<input type="radio"/>	Training Completion Certificate	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>

2. In the **Delete Certificate** pop-up click **Delete**.

Delete certificate

Do you really want to delete selected certificate?