Employee Certification Tracking Log

SHIELD CERTIFICATES
shieldcerts.com

A blank, printable table for manually tracking who on your team is certified in what, and when each certification expires. Useful for a small team — for anything bigger than a handful of people, tracking this by hand gets error-prone fast, which is exactly what the Business Portal automates for you.

Employee Name	Certification / Course	Issue Date	Expiry Date	Status	Notes

This is a blank tracking template for manual use. Shield Certificates' Business Portal tracks all of this automatically, with renewal reminders included. © Shield Certificates — shieldcerts.com