



Dear Instructor,

**UPDATE: National Highway Institute (NHI) Certificate Distribution**

Starting today, September 30, 2021, all (VILT) Virtual Instructor Learning Training certificates will be electronically created and distributed to participants by the instructors on the last day of class.

*VILT Certificates will not be available on the NHI Website via participants 'My Training' portal.*

The instructor will complete the digital certificate by filling in the following blocks:

- Participant's name
- Course Number & Title
- Hosted by
- Date
- Location
- Hours of Instructions
- Local Coordinator's name

Additionally, each instructor should apply his/her electronic signature, lock the certificate once all signatures are obtained and finally **email the certificate to each participant on the last day of class.**

**Note:** To reduce potential security issues, we ask that instructors **DO NOT** share blank certificate file with hosts.

**NHI TRAINING RECORDS**

**NHI PARTICIPANTS CAN ONLY VIEW THE FOLLOWING UNDER THE "MY TRAINING" TAB ON THE NHI WEBSITE.**

- (WBT) WEB-BASED TRAINING
- (WCT) WEB-CONFERENCE TRAINING

Please let me know if you have any questions or comments.



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