



## CEJA Grantee Instructions for Certificates of Completion

Grantee staff must complete the Climate and Equitable Jobs Act (CEJA) Certificate of Completion to fulfill State of Illinois higher education requirements and to serve as proof of CEJA course completion to signify equity eligibility for other programs.

Once the CEJA participant meets the requirements outlined in the Clean Jobs Curriculum Framework and completes the course, staff can fill out fields “A.” through “R.” with the requisite information. Each blank fillable field in the document's PDF version contains labels. Hover over each field to reveal the corresponding label. *For best results, please download and open the PDF with Adobe Acrobat. The lettered labels may not appear in other applications.*

**Note:** Each trainer who provides direct career-specific instruction should sign the certificates, under **[O. Signature]**, for the participants whom they have taught in the career-specific training course.

If the participant receives an associate in applied science degree, this certificate should still be filled out and given to individuals who complete the minimum CEJA requirements. Earning the AAS and the CEJA Certificate of Completion are not mutually exclusive and should be considered complementary.

Importantly, CEJA participants who only complete the Bridge Program, accept a job, and withdraw before full training completion cannot receive the CEJA Certificate of Completion. CEJA participants who do not fully complete training still qualify as Equity Eligible People (EEP).

**[A. Participant's Full Name]** – Input the participant’s name as shown in the CEJA Reporting System.

**[B. CEJA / FEJA Program Name]** – Input the official FEJA/CEJA program title, e.g., Climate Works Pre-apprenticeship Program, Clean Jobs Workforce Network Program, etc.

**[C. Specific clean energy training field / apprenticeship]** – Input the specific clean energy training field and title of the training program / apprenticeship as it appears in class materials.

**[D. Program start date]** – Input the start date, i.e., the first day of training, for this specific cohort . . .

**[E. Program end date]** – and input the end date for this specific cohort, i.e., the last day of training and/or testing.

**[F. CEJA / FEJA Grantee Org. Name]** – Input the name of the grantee organization, e.g., 548 Foundation, Chicago Urban League, etc.

**[G. Specific clean energy training field/apprenticeship]** – Repeat input the training field/apprenticeship, same as in field “C.”, e.g., Solar PV Training, Energy Auditor Training, etc.

**[H. Participant’s Full Name]** – Repeat input the participant’s full name, same as field “A.”

**[I. Participant’s Full Name]** – Repeat input the participant’s full name, same as fields “A.” and “H.”

**[J. OSHA 10 / OSHA 30]** – Input either OSHA 10 or OSHA 30 depending on what was awarded in your training program.

**[K. Participant’s Full Name]** – Repeat input the participant’s full name, same as fields “A.”, “H.”, and “I.”

**[L. Clean energy field/apprenticeship]** – Input the clean energy field(s) in which the certificate holder is now qualified to work, e.g., solar energy installation, building construction, HVAC installation and maintenance, etc.

**[M. Training Provider Program Name]** – Input the CEJA / FEJA grantee organization name, branded training program name, or other training subgrantee.

**[N. Trainer Name, Title, Credentials, and Location]** – Input the primary trainer’s name, title, credentials, and program location for this specific graduating cohort.

**[O. Signature]** – Input the primary trainer’s signature, either digitally or analogously.

**[P. CEJA / FEJA Grantee Org. Name]** – Input the name of the grantee organization, e.g., 548 Foundation, Chicago Urban League, etc., the same as field “F.”

**[Q. Grantee Org. Director Name and Position]** – Input the lead grantee organization director’s name and full title/position.

**[R. Signature]** – Input the director’s signature, either digitally or analogously.

Once the Certificate of Completion has been filled out and completed by grantee staff, print a hard copy to distribute to the recipient and email a digital PDF copy to their primary email address. Grantees must retain a digital copy of the completed Certificate of Completion for each graduate.