

Certification software evaluation checklist

Test one real credential from requirements to renewal. Record evidence and gaps.
These are vendor evaluation criteria, not a claim that Edaxu supports every workflow.

Vendor: _____ Program: _____

1. Requirements — Can the system model our actual eligibility rules?

Demonstrate required courses, assessments and exceptions using one of your credentials.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

2. Completion evidence — What proves that a learner met each requirement?

Inspect completion dates, assessment outcomes, activity records and their source.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

3. Issuance — What triggers an award, and who can issue one manually?

Follow a completion through issuance; inspect the award and its issuance reason.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

4. Expiry — How is expiry calculated, including credentials that never expire?

Compare configured rules with actual issue and expiry dates, including an exception.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

5. Renewal — What makes someone eligible to renew?

Test early, eligible and late recompletion; inspect dates, history and reminder settings.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

6. Verification — How can a third party check an award's current status?

Open a public verification link and test active, expired and revoked examples.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

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7. Historical versions — What stays intact when a course or certificate design changes?

Compare an earlier learner record and award with the newly published version.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

8. Exports — Can we produce usable evidence without rebuilding it by hand?

Download a sample export and check learner identifiers, dates, status and issuance reason.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

9. Permissions — Who can view, issue, renew, revoke and export credentials?

Test administrator and learner roles, including access across separate teams or portals.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

10. External credits — Can our external learning and CE rules be represented?

Test submissions, approvals, category caps and renewal totals; document any separate process.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

11. Integrations — How will credential events reach our other systems?

Verify the required API or webhook event, payload, permissions and failure handling.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____

12. Migration — Can we preserve and later export our existing history?

Import a representative sample; reconcile identities, original dates and supporting evidence.

☐ Proven ☐ Gap ☐ Not applicable Evidence / notes: _____
