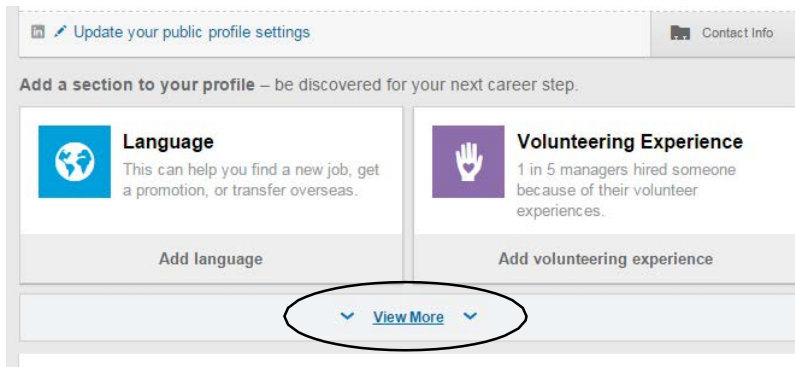


## How can I include my Award Training on LinkedIn?

Congratulations! You've completed Award training as an Award Leader or Supervisor/Assessor and that makes you really attractive to potential employers and partners. But they'll only know you're trained with the Award if you tell them. So how should you list the Award on LinkedIn?

Login to your LinkedIn account and, using the top menu, click Profile > Edit profile.



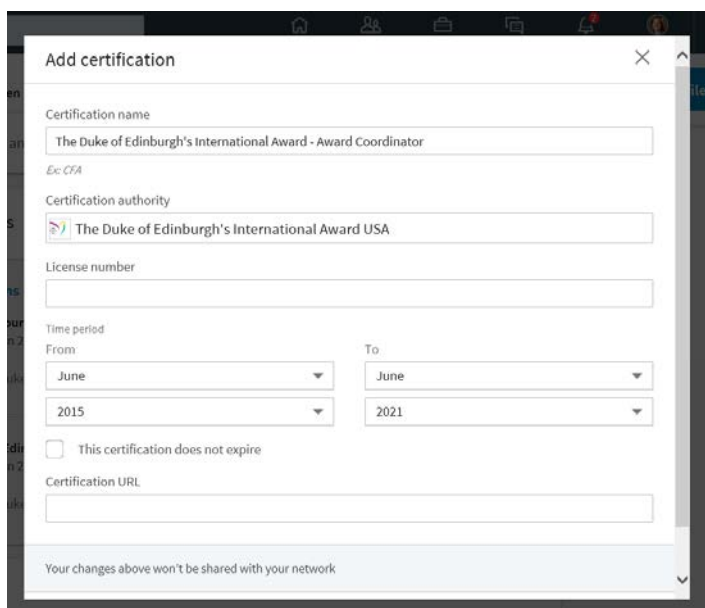
### Adding the Award to Certifications

If you haven't already added anything to Certifications, you'll need to click on 'View More' in the 'Add a section to your profile' area. Once you've done that you'll see an option to add Certification.

To add the Award to Certifications, add the name of the Award and the training you completed in 'Certification Name'. If you have completed more than one type of Award training, you can add a certificate for each type.

Then add the name The Duke of Edinburgh's International Award – USA to 'Certification Authority' – it should pick up the Award USA page.

Leave 'License Number' and 'Certification URL' blank.



The screenshot shows the 'Add certification' form. The fields are as follows:

- Certification name:** The Duke of Edinburgh's International Award - Award Coordinator
- Certification authority:** The Duke of Edinburgh's International Award USA
- License number:** (Empty)
- Time period:** From June 2015 to June 2021
- Other options:** There is a checkbox for 'This certification does not expire' which is unchecked. There is also a 'Certification URL' field which is empty.

At the bottom of the form, it says: 'Your changes above won't be shared with your network'.

Add the date of when you received your training. Your certification expires five years from that date. Click 'Save'.