
Certification Notice

What a Fractional Coordinator certificate does and does not confirm, written plainly, so no one relying on it is surprised later.

Effective May 20, 2026 · Next scheduled review November 20, 2026

What our certificates confirm

A Fractional Coordinator certificate confirms that the named individual completed the program described on it, that they attended the required sessions, and that they met the program's completion requirements, which may include an assessment. That is what the certificate attests to.

What our certificates do not confirm

Our certificates are not a license, and they are not an accreditation by a government body or an independent accreditor. Completing a program does not confer legal authority and does not make you a licensed professional. A certificate should not be represented as an external accreditation.

Continuing education

We pursue SHRM Recertification Provider status and state bar CLE accreditation for eligible programs. That status may not be in place at the time you register. For every program we provide attendance documentation and an hour-by-hour agenda so you can self-submit to SHRM, HRCI, or your state bar. We do not guarantee that any particular body will award credit.

Using your credential

You may state that you completed the specific program named on your certificate. You may not overstate, alter, or imply an accreditation, affiliation, or authority the certificate does not confer. Misrepresentation may result in revocation of the credential.

Verifying a certificate

Institutions can verify a certificate by writing to certifications@fractionalcoordinator.com with the holder's name and program. We retain training records for ten years to support verification requests.

Changes to this notice

We update this notice when our programs or accreditation status change. The effective date above reflects the most recent change.

How to reach us

Fractional Coordinator, Inc.

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Programs: training@fractionalcoordinator.com

Verification: certifications@fractionalcoordinator.com