

9 September 2013

During the past several months CAP has looked at numerous ways to work more efficiently, yet still provide members the support they need. In support of this initiative a new online module to create the most common CAP certificates used in the field has been created. Instead of ordering blank certificates from National Headquarters, individuals serving in certain duty positions will now be able to simply select the certificate they need, enter the CAP ID of the individual who has earned the certificate along with the date earned, and the appropriate certificate will be ready to print on any color printer. **Commanders, Personnel Officers, Admin Officers, Aerospace Education Officers, Cadet Programs Officers and Professional Development Officers** at the appropriate levels of command have now been given access to print the certificates in their area of responsibility. Effective 9 September 2013, the certificates listed below previously ordered through the online Material Orders module will be available only through the new CAP Certificates module.

- C4 Meritorious Service Award (Region)**
- C5 The Exceptional Service Award (Region)**
- C13 Level One Certificate of Achievement (Region/Wing/Group/Unit)**
- C18 Achievement Award (Region/Wing/Group)**
- C19 Commander's Commendation Award (Region/Wing)**
- C20 Charles E. "Chuck" Yeager Aerospace Education Achievement Award AE (Region/Wing/Group/Unit)**
- C22 Corporate Learning Course Diploma (Region/Wing)**
- C23 Unit Commanders Course Certificate (Region/Wing)**
- C29 Wright Brothers Award (Region/Wing/Group/Unit)**
- C34 Squadron Leadership Award (Region/Wing)**
- C35 Certificate of Appreciation (Region/Wing/Group/Unit)**
- C44 Certificate of Accomplishment (Region/Wing level)**
- C53 Certificate of Recognition for Lifesaving (Region/Wing)**
- C71 CAP Membership Certificate (20 Years) (Region/Wing/Group/Unit)**
- C72 CAP Membership Certificate (30 Years) (Region/Wing/Group/Unit)**
- C73 CAP Membership Certificate (40 Years) (Region/Wing/Group/Unit)**
- C77 Certificate of First Flight (Region/Wing/Group/Unit)**

All certificates noted above are now designed to print as 8 ½ X 11 certificates. We recommend they be printed on white index or card stock, 60 to 110 lb paper. The Wausau Paper, 110 pound Exact Index, worked great in our tests on the new color printers recently distributed to each Wing, and is available at most office supply stores from \$12 to \$15 a package. The ease of printing the entire certificate on demand instead of having to wait to receive blank certificates in the mail and then search for a printer that would accept the large size paper should allow members to be promptly rewarded for their accomplishment. If you have any questions, or require any additional information, please contact [Membership Services](#).

Sincerely,  
NHQ Membership Team