

## Change the name on your certificate

The name on your SMART Programs certificate must match the name on your government-issued, photo identification.

To change the name on your certificate, send an email to [info@smartprograms.aglc.ca](mailto:info@smartprograms.aglc.ca). Include the following:

- 12-digit SMART Programs registration number from your certificate or Personal Information page,
- name as it appears on your account and
- legal name you're changing it to, as it appears on your government-issued, photo identification.

**Note:** You may be required to submit supporting documentation.

Confirmation will be sent after the name has been updated. To print or save your certificate:

- [Sign into your account](#) with the email address and password assigned to it. If you can't remember your password, click on the [Forgot Your Password? link](#) to retrieve it or [contact us](#).
- Click on the SMART Programs logo for your program. Choose **Personal Information** from the **My Account** drop-down menu. Scroll to the **Course Information** field at the bottom of the page.

A highlighted **Card** hyperlink appears next to any program with a certificate.

Click "Card" to print or save your certification.

**Course Information**

Card	Course	Activation Type	Activation Status	Activation Date	Completion Date	Card Sent	Certification Expires
<a href="#">Card</a>	A Good Call - Online Course	Shopping Cart	Enabled	Feb 17, 2023	Feb 17, 2023		Feb 17, 2028
<a href="#">Card</a>	Deal Us In - Online Course	Shopping Cart	Enabled	Feb 21, 2023	Feb 21, 2023		Feb 21, 2028
<a href="#">Card</a>	Deal Us In - Phase 2 Online Course	Shopping Cart	Enabled	Feb 23, 2023	Feb 24, 2023		Feb 24, 2028
<a href="#">Card</a>	ProServe - Online Course	Gift	Enabled	Feb 15, 2023	Mar 03, 2023		Mar 03, 2028
<a href="#">Card</a>	ProTect - Online Course	Shopping Cart	Enabled	Feb 17, 2023	Feb 21, 2023		Feb 21, 2028
<a href="#">Card</a>	Reel Facts - Online Course	Shopping Cart	Enabled	Feb 17, 2023	Feb 17, 2023		Feb 17, 2028
<a href="#">Card</a>	SellSafe - Online Course	Gift	Enabled	Feb 16, 2023	Mar 01, 2023		Mar 01, 2028

- Click on the hyperlink. Follow the on-screen instructions to print or save your certificate to your mobile device. It can also be accessed from the **Completion Status** page of your account.

**Note:** Licensee staff must provide proof of certification at the request of an AGLC Inspector.

AGLC's [liquor](#), [gaming](#) and [cannabis](#) policy manuals are at [aglc.ca](http://aglc.ca).