



MEMORANDUM

Date: *August 25, 2026*

To: *District Councils; Local Unions; All Fund Participants*

From: *Michelle Payne, Fund Administrator*

Subject: *Transition to Electronic Certification Issuance*

As part of our ongoing efforts to improve efficiency, reduce administrative costs, and provide faster access to training records, the Training Fund will be transitioning from paper certifications to electronic certifications.

Effective immediately, paper copies of course completion certificates will no longer be printed and routinely mailed to individuals. Instead, certifications will be made available electronically through our Member Tracking Program (MTP).

This change will provide several benefits, including:

- Faster delivery of certifications upon course completion
- Improved access to training records
- Reduced risk of lost or damaged certificates
- Enhanced record retention and retrieval capabilities
- Reduced paper usage and administrative processing costs

Participants will be able to view their personal certifications by scanning the QR code on their issued Training Card provided by the Fund. The QR Code will direct participants to their MTP profile where certificates are on the Skills page labeled [Download](#) under the applicable skill. Select [Download](#) to view. Local unions that utilize the MTP System will also be able to view these certifications.

Individuals who require special accommodation or have questions regarding this transition are encouraged to contact the Training Fund office.

If an individual requires a QR Training Card, they should contact the Mt Sterling office at: 217-773-2741 and one will be provided to them.

The Fund will continue to issue paper certificates for all environmental courses as stipulated by the State of Illinois. Wallet cards will be issued for Traffic Control Worker, Adult First Aid/CPR/AED, OSHA10, OSHA30 and Hazardous Waste.

We appreciate your cooperation and support as we continue to modernize our processes and improve service to our members, contractors and local unions.

Thank you.