

How Certification Works

What needs a check-off

- **All corded tools require training before use.** That covers every power tool and machine in the shop.
- **Even experienced makers must be trained.** Our equipment is often modified from its factory state, and training is where you get the inside scoop on how our tool differs from the one you already know.
- **Guests may not use any equipment**, trained or not. Only active members who have completed the proper training may operate tools and machines.

How to get checked off

1. Find out what the tool needs. Start with the area's book (for example **Wood Shop** or **Digital Fabrication**) and see **Training and Certification: Check-off Requirements by Area**.
2. Read the tool's SOP page if there is one. Reading an SOP does not replace training, but it makes the check-off faster.
3. Ask for training. Ask a board member or an experienced member, or post in **#general** on Discord saying which tool you want to learn. Some tools are also taught in classes; see the events listed at <https://waukeshamakers.com>.
4. Get checked off by someone who is already certified on that tool. Once they are satisfied you can use it safely, they record your certification in Journeyman.

To be confirmed: whether any tools are formally "self-serve" (no individual check-off), and which tools are only taught through classes.

How Journeyman records certifications

Certifications are recorded in **Journeyman** at <https://journeyman.waukeshamakers.com>. Sign in with your WMI account to see your own certifications and who is certified on a given tool.

- **Certification is per machine, not per type of tool.** Being certified on one saw does not certify you on the saw next to it. Each certification is tied to a specific piece of equipment in Atlas (<https://atlas.waukeshamakers.com>).
- **Certifications are vouched for by people.** A certification is granted by someone who is already certified on that same tool. Board members and designated certifiers can also grant certifications, which is how the first certification on a new machine gets started.
- **The record is permanent.** Every certification keeps a history of who vouched for whom and when. Nothing is edited after the fact.
- **The board can suspend or revoke a certification** when there is a safety reason to.

Before every use

Being certified does not end your responsibility. Inspect the tool every time. See **Training and Certification: Pre-Use Inspection**.

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