



CATEGORIES AND COURSE TITLES

The 4ProPlus online training catalog includes a broad selection of titles across a wide variety of categories. All titles deliver a certificate of proficiency and professional badge/seal. All healthcare category titles include national accreditation for medical and healthcare management credit.

See accompanying spreadsheet list for direct links to course descriptions.

HEALTHCARE SECURITY

- Certificate of HIPAA Proficiency for all Healthcare Staff (CHWP)
- Certificate of HIPAA Proficiency for Alternative Medicine/CAM (CHWP)
- Certificate of HIPAA Proficiency for Behavioral Health Staff (CHWP)
- Certificate of HIPAA Proficiency for Nursing Professionals (CHWP)
- Certificate of HIPAA Workforce Proficiency for Dental (CHWP)
- Certificate of Ransomware Prevention Proficiency (CRPP)
- Certificate of Cybersecurity Awareness for Healthcare (CCSAP)
- Certificate of Cybersecurity Awareness for Healthcare with PIPEDA/Canada (CCSAP-P)
- Certificate of Encryption Awareness Proficiency (CEAP)
- Certificate of Payment and Credit Card Security/PCI-DSS Proficiency (CCSP)
- Certified HIPAA Disaster Recovery Specialist (CHDRP)
- Certified HealthIT Security Risk Assessment Specialist (CHSRAP)

HEALTHCARE COMPLIANCE

- Certificate of Medicare/Medicaid Fraud, Waste and Abuse Prevention Proficiency (CFWAP)
- Certificate of HIV/AIDS Prevention Proficiency (CHAPP)
- Certificate of Sexual Harassment and Bullying Prevention in Healthcare (CWHBP)
- Certificate of Infection Control/Barrier Protection Proficiency (CICBP)
- Certificate of OSHA Proficiency in Healthcare Environments (COHP)
- Certificate of Patient Abuse and Neglect Prevention in Healthcare (CPANAP)
- Certificate of Tuberculosis/TB Prevention Proficiency (CTBPP)
- Certificate of Workplace Health & Safety/WHS Proficiency (CWHSP)
- Certificate in Bloodborne Pathogens (BBP) Prevention in Healthcare (CBBPP)



HEALTHCARE DOCUMENTATION

- Certified ICD-10 Clinical Documentation Basics (CIPCP): Multi-Specialty Edition
- Certificate in Contact Tracing Basics Proficiency (CTCP)
- Certificate of MACRA-MIPS [Basics] Proficiency Course (CMMP)
- Certificate of MACRA-MIPS [Cost] Proficiency (CMCP)
- Certificate of MACRA-MIPS [Improvement Activities] Proficiency (CMIAP)
- Certificate of Computerized Physician Order Entry [CPOE] Proficiency (CPOEP)
- Certificate in Contact Tracing Proficiency – with hands on digital interview form session (CTCP)
- Certificate of EHR Office Proficiency - with hands-on EHR workflow session (CEOP)
- Certificate of Telehealth Skills Proficiency – with hands-on session documentation lesson (CTHSP)
- Certificate of Remote Workforce Management Proficiency – with action plan documentation form (CRWMP)
- Certificate of Participative Leadership in Nursing Proficiency (CPLNP)



VETERINARY SKILLS TITLES

- Certificate of Veterinary Compassionate Care Proficiency (CVCCP)
- Certificate of Veterinary Healthcare OSHA Proficiency (CVHOP)
- Certificate of Vet Payment Options and Payment Data Security Proficiency (CCSPV)
- Certificate of Vet Practice Ethics and Client Communication (CVMECP)
- Certificate of Vet Practice Hiring and Training Proficiency (CVHTP)
- Certificate of Electronic Vet Record (EVMR) Proficiency (CEVMRP)
- Certificate in Animal Care Foundational Learning Proficiency (CVFLP)
- Certificate of Health Infection Prevention for Veterinary Professionals (CVIP)

LEADERSHIP AND PROJECT MANAGEMENT SKILLS

- Certificate of Introductory Project Management Proficiency
- Certificate of Leader Management Proficiency
- Certificate of Leadership and Influence Proficiency
- Certificate of Lean BPM - Management Skills
- Certificate of Lean Six Sigma Green Belt Basics Proficiency
- Certificate of mLearning Essentials Proficiency
- Certificate of Multi-Level Marketing Basics Proficiency
- Certificate of Negotiation Skills Proficiency
- Certificate of New Managers Development Proficiency
- Certificate of Management Facilitation Skills Proficiency
- Certificate of Managing Project Teams Proficiency
- Certificate of Marketing Basics Proficiency
- Certificate of Measuring Training Results Proficiency
- Certificate of Media and Public Relations Proficiency
- Certificate of Meeting Management Skills Proficiency
- Certificate of Scrum Developer Skills Proficiency
- Certificate of Scrum Immersion Skills Proficiency
- Certificate of Scrum Master Skills Proficiency
- Certificate of Scrum Product Owner Proficiency
- Certificate of Team Building Basics Proficiency
- Certificate of Team Building Through Chemistry Proficiency
- Certificate of Team Culture - Team Leader Skills
- Certificate of Team Respect - Team Leader Skills
- Certificate of Team Safety - Team Leader Skills
- Certificate of Team Training - Management Skills
- Certificate of Teamwork and Team Building Proficiency
- Certificate of Project Management Skills for Non-Project Managers Proficiency
- Certificate of Supervising Staff Proficiency
- Certificate of Train-The-Trainer Program Proficiency
- Certificate of Virtual Team Building and Remote Management Proficiency
- Certificate of Women in Leadership Proficiency



BUSINESS, ACCOUNTING AND OFFICE SKILLS

- Certificate Improvement Culture Change - Team Leader Skills
- Certificate of Administrative Office Procedures Proficiency
- Certificate of Administrative Support Skills Proficiency
- Certificate of Agile Master (SCRUM) Skills Proficiency
- Certificate of Annual Employee Review Proficiency
- Certificate of Basic Bookkeeping Skills Proficiency
- Certificate of Basic Business Ethics Proficiency
- Certificate of Basic LEAN Process and SIX-SIGMA Skills Proficiency
- Certificate of Basic Sales Skills Proficiency
- Certificate of Bookkeeping and Payroll Proficiency
- Certificate of Budgets and Financial Report Proficiency
- Certificate of Business Succession Planning Proficiency
- Certificate of Business Writing Proficiency
- Certificate of Call Center Customer Service Skills Proficiency
- Certificate of Change Management Proficiency
- Certificate of Civility in The Workplace Proficiency
- Certificate of Coaching and Mentoring Skills Proficiency
- Certificate of Collaborative Business Writing Proficiency
- Certificate of Contract Management Skills Proficiency
- Certificate of Copywriting Basics Proficiency
- Certificate of Corporate Behavior Development Proficiency
- Certificate of Customer Care Culture - Team Leader Skills
- Certificate of Customer Service Basics Proficiency
- Certificate of Customer Service Management Proficiency
- Certificate of Customer Service Skills Proficiency
- Certificate of Entrepreneurship Foundational Proficiency
- Certificate of Event Planning Proficiency
- Certificate of Executive and Personal Assistant Skills Proficiency
- Certificate of Executive Strategy in Management Proficiency
- Certificate of High-Performance Customer Support Teams Proficiency
- Certificate of High-Performance Teams for Remote Workforce Proficiency
- Certificate of Introductory Social Media for Business Proficiency
- Certificate of Job Search Skills Proficiency
- Certificate of Introductory Business Accounting Proficiency
- Certificate of Online Customer Support Proficiency
- Certificate of Online Entrepreneur Proficiency
- Certificate of Online Marketing Proficiency
- Certificate of Organizational Culture Change - Management Skills
- Certificate of Organizational Skills Proficiency



BUSINESS, ACCOUNTING AND OFFICE SKILLS continued

- Certificate of Performance Management Proficiency
- Certificate of Schedule & Cost Control Proficiency
- Certificate of Quality Management Proficiency
- Certificate of Risk Assessment and Management Proficiency
- Certificate of Safety In The Workplace Proficiency
- Certificate of Supply Chain Management Basics Proficiency
- Certificate of Universal Safety Practices Proficiency



LEGAL, HUMAN RESOURCES AND STAFF MANAGEMENT SKILLS

- Certificate of Effective Human Resource Administration Proficiency
- Certificate of Employee Appreciative Inquiry Skills Proficiency
- Certificate of Employee Motivation Skills Proficiency
- Certificate of Employee On-Boarding Proficiency
- Certificate of Employee Recognition Proficiency
- Certificate of Employee Recruitment Proficiency
- Certificate of Employee Termination Processes Proficiency
- Certificate of Generation Gap (Youth Staff) Awareness Proficiency
- Certificate of Hiring Strategies Proficiency
- Certificate of Human Resources for Managers Proficiency
- Certificate of Millennial Onboarding Proficiency
- Certificate of Introductory HR Concepts Proficiency
- Certificate of Introductory Legal Concepts Proficiency
- Certificate of Legal Office Administration Proficiency
- Certificate of Office Politics Skills Proficiency
- Certificate of Office Professionalism Proficiency
- Certificate of Talent Management Proficiency
- Certificate of Trade Show Staff Training Proficiency

SOFT SKILLS, WELLNESS AND PROFESSIONAL SELF IMPROVEMENT SKILLS

- Certificate of Adult Learning - Cognitive Skills Proficiency
- Certificate of Adult Learning - Physical Skills Proficiency
- Certificate of Anger Management Skills Proficiency
- Certificate of Assertiveness and Self-Confidence Skills Proficiency
- Certificate of Body Language Basics Proficiency
- Certificate of Business Acumen Proficiency
- Certificate of Business Etiquette and Professionalism Proficiency
- Certificate of Business Etiquette Proficiency
- Certificate of Communication Strategies Proficiency
- Certificate of Conflict Resolution Leadership Proficiency
- Certificate of Constructive Criticism Proficiency
- Certificate of Creative Problem-Solving Proficiency
- Certificate of Creativity Development Proficiency
- Certificate of Crisis Management Skills Proficiency
- Certificate of Critical and Strategic Thinking Proficiency
- Certificate of Emotional Intelligence Skills Proficiency
- Certificate of Improving Mindfulness Proficiency
- Certificate of Improving Self-Awareness Proficiency
- Certificate of Increasing Workplace Happiness Proficiency
- Certificate of Goal Setting for Business Proficiency
- Certificate of Health and Wellness at Work Proficiency
- Certificate of Internet Marketing Fundamentals Proficiency
- Certificate of Interpersonal Skills Proficiency
- Certificate of Knowledge Management Proficiency
- Certificate of Managerial Likability Proficiency
- Certificate of Managing Healthcare Workplace Anxiety Proficiency (CMAXP)
- Certificate of Managing Workplace Anxiety Proficiency
- Certificate of Mastering Emotions Proficiency
- Certificate of Managing Personal Finances Proficiency
- Certificate of Personal Branding Proficiency
- Certificate of Personal Goal Setting Proficiency
- Certificate of Professional Communication Essentials Proficiency
- Certificate of Professional Critical Thinking Proficiency
- Certificate of Self-Leadership Proficiency
- Certificate of Social Intelligence Proficiency
- Certificate of Social Learning Proficiency
- Certificate of Workplace Diversity Awareness Proficiency
- Certificate of Workplace Harassment Prevention Proficiency
- Certificate of Workplace Violence Prevention Proficiency
- Certificate of Workspace Organization for Productivity Proficiency



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PROFICIENCY

SOFT SKILLS, WELLNESS AND PROFESSIONAL SELF IMPROVEMENT SKILLS continued

- Certificate of Strategic Planning Skills Proficiency
- Certificate of Stress Management Skills Proficiency
- Certificate of Study Skills for Students Proficiency
- Certificate of Successful Meditation Proficiency
- Certificate of Taking Initiative Proficiency
- Certificate of Work-Life Balance Proficiency
- Certificate of Telephone Etiquette Skills Proficiency
- Certificate of Telework and Telecommuting Proficiency
- Certificate of Time Management Skills Proficiency

CREATIVE AND DESIGN SKILLS

- Certificate of Adobe PremierePro/Audition Basics Proficiency
- Certificate of Blog and SEO Skills Proficiency
- Certificate of CSS Website Design and Development Proficiency
- Certificate of Dreamweaver CC Basics Proficiency
- Certificate of Illustrator CC Basics Proficiency
- Certificate of InDesign CC Basics Proficiency
- Certificate of Lunch and Learn Presentation Proficiency
- Certificate of Photoshop CC Essentials Proficiency
- Certificate of Photoshop CC Web Design Proficiency
- Certificate of PHP Facebook Developer Proficiency
- Certificate of Presentation Skills Proficiency
- Certificate of Productivity and Creativity Proficiency
- Certificate of Promo-Video Creation Proficiency
- Certificate of Proposal Writing Proficiency
- Certificate of Public Speaking Proficiency
- Certificate of Social Media Business Basics Proficiency
- Certificate of Social Media Marketing Proficiency
- Certificate of Social Media Strategy Proficiency
- Certificate of WordPress Online Business Proficiency
- Certificate of Webinar Skills Proficiency



TECHNICAL AND COMPUTER SKILLS

- Certificate of CompTIA A+ Skills 220-901 (Level I Exam Prep) Proficiency
- Certificate of CompTIA A+ Skills 220-902 (Level II Exam Prep) Proficiency
- Certificate of CompTIA Cloud+ Proficiency
- Certificate of CompTIA Security+ Proficiency SYO-401 (Level I Exam Prep)
- Certificate of CompTIA Security+ Proficiency SYO-501 (Level II Exam Prep)
- Certificate of C# Programming Fundamentals Proficiency (4CCFPF)
- Certificate of Digital Citizenship Proficiency
- Certificate of Digital Security for Personal and Business Data Proficiency
- Certificate of Workplace Cybersecurity Proficiency
- Certificate of Introductory Python Game Development Proficiency (4CPGDP)
- Certificate of Python Programming Basics Proficiency
- Certificate of Data Visualization and Python with Matplotlib Proficiency
- Certificate of Microsoft Office Outlook Proficiency
- Certificate of Microsoft Office Powerpoint Proficiency
- Certificate of Microsoft Office Word - Level I
- Certificate of Microsoft Office Word - Level II
- Certificate of Microsoft Office Word - Level III Advanced
- Certificate of Ethical Hacking Series (8 course categories)
- Certificate of Python Programming Series (15 course categories)

SALES SKILLS

- Certificate of In-Person Sales Skills Proficiency
- Certificate of Inside Team Networking and Communication Proficiency
- Certificate of Outside Networking Proficiency
- Certificate of Overcoming Sales Objections Proficiency
- Certificate of Sales Coaching Proficiency
- Certificate of Sales Fundamentals Proficiency
- Certificate of Sales Prospecting and Lead Gen Proficiency
- Certificate of Sales Team Motivation Proficiency

