


### Sample Certifications:

#### Sample Semi-Annual Certification

(Can be signed by either the employee **OR** a supervisor with direct knowledge of work performed)

I, Samantha Smith, certify that I worked 100% of my time on the Title IA program for the period of January 1, 2012 – June 30, 2012.

Signature  Date 6.30.2012

#### Sample PAR (Personnel Activity Report)

(Must be signed by the employee)

Monthly Certification

I, Samantha Smith, certify that for the month of January 2012, I spent my time working on the following programs:

Title IA	50%
State Programs	<u>50%</u>
Total	100%

Signature  Date 2/1/12