

Wallet Card Template Instructions

This document provides instructions on how to customize a Wallet Card Template to your needs when certifying half face respirator users.

Step 1 - Add Company Specific Information

The following information on the Wallet Card needs to be updated with your information:

1. Company Name - Enter your company name or place a logo here.
2. Trainer Name - Update the trainer name section with the name of the person that has been designated to certify your employees.
3. Company Name on Side 2 - The company name on side 2 of the card must be updated.
4. Company Phone Number - The phone number on side 2 of the card must be updated.

After completing the Company Updates, save the file. This way you will not have to update them again.

Step 2 - Update Employee Information

1. Employee Name
2. ID Number - This can be employee ID number, license number, or whatever you designate. The numbering system is up to you.
3. Picture - You can add a picture of the employee, or leave the picture in place.
4. Job Title
5. Work Location
6. Issued Date - Enter the date the training was completed.
7. Expiration Date - Enter the date that the license expires.
8. Restrictions - If the worker has any restrictions enter them here. Restrictions may include requiring eye glasses, or respirator restrictions due to health.

Step 3 Print The Cards

You can purchase 10 per page, 2" by 3 1/2" business card sheets. You have several options for printing.

1. Print on a Business Card template - Avery 8871 works if you want to print the licenses on business card paper. You can find these at Office Max or Home Depot.
2. Print on regular paper - You can print them onto regular paper and cut them out.

To make them sturdy we recommend laminating them or placing them in a plastic business card holder. Be sure to have the trainer sign the cards before they are laminated.