Training Transcripts: Many employees would like to include their training efforts as part of their self-evaluation reporting.

Similarly, there is value in including training efforts as you document your employee's annual performance.

Employees can create and download a print view by clicking "Print Transcript". The downloaded document can be added as a journal entry.

Certifications and Licenses

Currently 154 certifications and licenses exist in the library. If you or one of your employees need access to a training that is not available in the library please email donna.dalessandro@unioncountync.gov to have it added.

Employees and Supervisors can add Certification/Licenses to a Learner Profile. Below are the instructions:

Click on My Profile and the Training tab. Scroll down to "Add Certification/License and click. A flyout will appear. The library will be accessible and you can select from the library titles. Enter dates, license number, and drag and drop any documentation. If you attended an external learning event to achieve this license/certification, the learning event can also be tagged but may require that course to be added. Contact donna.dalessandro@unioncountync.gov if you need assistance. Remember to save before exiting.

The system will also allow you to set notifications.

Certification/License Reminder/Overdue Notifications

- Ensure compliance by notifying employees when their certifications/licenses are close to expiring or overdue

Edit Certification/License

Cancel   Save

REMINDER SETTINGS

Reminder Notices	Overdue Notices
OFF ⬤ ON	OFF ⬤ ON
☑ 30 Days Before	○ Every Week
☐ 2 Weeks Before	○ Every 2 Days
☐ 1 Week Before	⬤ Every Day
☐ [Enter v] Days Before	○ Every [Enter v] Days

You have the ability to view the current status of a certification.

Certification/License Report

- View Current and Expired Certifications/Licenses
- Filter on a Expiration Date Range
- Export to PDF, CSV, PDF

Certification/License Tracking Report

	First Name	Last Name	Employee #	Certification/License Name	Certification/License Type	Issuing A
☐	Will	Kirby	102	CPR Certification	Certification	American
☐	Luigi	Nagurt	001	CPR Certification	Certification	American
☐	NEOGOV	Admin	EN458247	American Red Cross CPR	Certification	American
☐	NEOGOV	Admin	EN458247	CPR Certification	Certification	American
☐	Kelly	Clarkson	1	American Red Cross CPR	Certification	American
☐	Taylor	Hicks	5	Cisco Certifications	Certification	Cisco
☐	Ruben	Studdard	2	SHRM - Society for Human Res...	Certification	Society fc
☐	David	Cook	7	CA Class C Driver's License	License	California

Filters   Reset filters

Expiration Date Range
Already Expired ⌄

- All Expiration Dates
- Already Expired
- Expires in 30 Days
- Expires in 60 Days

+ Add Position(s)

Certification/License