

**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.

### Track Training Hours on Transcript

**Instruction:**  
From your Dashboard, click on Training and View Course Transcript

Set the time period  
7/1/2022-6/30/2023

View total time spent or scroll down to view courses completed

Completed Courses Enrollment Dates from 07/01/2022 to 06/30/2023 Apply Reset

Course	Code	Type	Enrollmen...	Completi...	Score	Time Spent	Status	Sub Status
Fire Prevent...	SG18	Elective	10/21/2022	11/15/2022	80%	00h 21m 07s	Completed	Passed
Defensive Dri...	DD	Elective	9/9/2022	10/4/2022		01h 00m 00s	Completed	Attended
UC Water - M...	UCW-3001	Elective	9/14/2022	9/27/2022		02h 00m 00s	Completed	Attended
ELDT-Part 1-A...	ELDT-AB11.2	Elective	8/29/2022	9/12/2022		00h 13m 06s	Completed	Completed
-Finding Foc...	HR-3020	Elective	9/9/2022	9/8/2022		01h 30m 00s	Completed	Attended

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

1 / 1 | 100% |

### Track Training Hours on Transcript

- Print PDF Page Updates to display total hours!

**LEARNER TRANSCRIPT**  
**Esther Schultz**  
Investor Relations Officer  
Human Services Department  
ID - 108366144

Total Courses: 22 | Total Learning Plans: 07 | Completed: 05

Total Time Spent: 16H 05M | Total Course Duration: 18H 00M

Enrollment Dates from 01/17/22 to 10/17/22

Name	Code	Type	Enrollment Date	Completion Date	Score	Time Spent	Status	Sub Status
Course Name 1	811	Elective	01/27/2022	02/22/2022		00h 30m 00s	Completed	Attended
Course Name 1	811	Elective	01/27/2022	02/22/2022		00h 30m 00s	Completed	Attended
Course Name 1	811	Elective	01/27/2022	02/22/2022		00h 30m 00s	Completed	Attended
Course Name 1	811	Elective	01/27/2022	02/22/2022		00h 30m 00s	Completed	Attended

**Learning Plans**

Name	Code	Type	Registration Date	Completion Date	Status
Learning Plan 1	811	Required	3/8/2025		Completed

6:25 / 1:01:09

## 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](mailto:donna.dalessandro@unioncountync.gov) to have it added.

# Feature Spotlight

## Certification/License Global Library

Select from a pre-populated list of the most common certifications and licenses without having to manually create them in your agency.

Most popular certification/license imports:

- SHRM
- Chemical Spill Response
- CPM - Certified Public Manager
- SPHR - Senior Professional in Human Resources

13:24 / 1:01:09

### Certifications/Licenses

+ Add Certification/License

Go to Global Certification/License Library

Certification/License Name	Type	Issuing Agency	Description	Actions
American Red Cross AED Certificate	Certificate	American Red Cross		
American Red Cross CPR	Certificate	American Red Cross		

### Import from Global Certification/License Library

Back to Certification/License Library

Bulk Actions

10 record(s) are selected. Select All 230 records Clear Selection

Certification/License Name	Type	Issuing Agency	Usage Count
Accredited Airport Executive (A.A.E.)	Certificate	American Association of Airport Executives (AAAE)	15
Accredited Records Technician (A.R.T.)	Certificate	American Health Information Management Association (AHIMA)	13
Adult Corrections Officer Core Course	Certificate	Commission on Police Officer Standards and Training	15
Advanced Appraiser Certificate	Certificate	California State Board of Equalization	14
American Red Cross First Aid	Certificate	American Red Cross	32
American Red Cross Lifeguarding Certificate	Certificate	American Red Cross	11

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

## Add Certification/License to Learner Profile

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](mailto:donna.dalessandro@unioncountync.gov) if you need assistance. Remember to save before exiting.

### People / Tre's Profile

TW Tre Watson  
Customer Success Manager  
Business Applications

Job Talent Performance Documents Training Onboarding

#### Training Activity

View All

OVERALL STATUS

3	3	0	1
Overdue	Not Started	In Progress	Completed

RECENT ENROLLMENTS

ONLINE - BUSINESS SKILLS  
10 Benefits of Daily Routines Due 12/31/22  
00h 07m

#### Course Transcript

View Course Transcript

#### Certifications/Licenses

+ Add Certification/License

American Red Cross CPR

DATE ISSUED  
03/07/2023

EXPIRATION DATE  
03/07/2026

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

The screenshot shows the 'Edit Certification/License' form with a 'Cancel' button and a green 'Save' button. Below the title bar is a 'REMINDER SETTINGS' section with an upward arrow. It contains two columns of settings: 'Reminder Notices' and 'Overdue Notices'. Both have 'OFF' and 'ON' toggle switches, with 'ON' selected. Under 'Reminder Notices', there are radio buttons for '30 Days Before' (checked), '2 Weeks Before', '1 Week Before', and 'Enter vi Days Before'. Under 'Overdue Notices', there are radio buttons for 'Every Week', 'Every 2 Days', 'Every Day' (selected), and 'Every Enter vi 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

The screenshot shows the 'Certification/License Tracking Report' interface. It features a table with columns for First Name, Last Name, Employee #, Certification/License Name, Certification/License Type, and Issuing Agency. A 'Filters' sidebar on the right includes an 'Expiration Date Range' dropdown set to 'Already Expired', a list of 'All Expiration Dates' (Already Expired, Expires in 30 Days, Expires in 60 Days), and an 'Add Position(s)' button. The table contains 8 rows of data.

	First Name	Last Name	Employee #	Certification/License Name	Certification/License Type	Issuing Agency
<input type="checkbox"/>	Will	Kirby	102	CPR Certification	Certification	American
<input type="checkbox"/>	Luigi	Nagut	001	CPR Certification	Certification	American
<input type="checkbox"/>	NEOGOV	Admin	EN458247	American Red Cross CPR	Certification	American
<input type="checkbox"/>	NEOGOV	Admin	EN458247	CPR Certification	Certification	American
<input type="checkbox"/>	Kelly	Carlison	1	American Red Cross CPR	Certification	American
<input type="checkbox"/>	Taylor	Hicks	5	Cisco Certifications	Certification	Cisco
<input type="checkbox"/>	Ruben	Studdard	2	SHRM - Society for Human Res...	Certification	Society fo
<input type="checkbox"/>	David	Cook	7	CA Class C Driver's License	License	California