

## How to Access the NCEES My Transcript and Certificate

**Primary Audience:** Staff in NCEES that earned credit (CEUs) by completing in-system Professional Development Learning Opportunities or an administrator has approved Transfer Credit Manager request(s).

**Purpose of Document:** This guide outlines the steps for access to the NCEES "My Transcript" and the certificate earned when Learning Opportunities are completed. Note: Allow 24-48 hours after course completion for the transcript to reflect the completion.

## Accessing the Staff My Transcript and Certificate

- Navigate to My Courses tab.
- 2. Scroll to the **My Courses** channel.
- Click the My Transcript button.
- Scroll down to view the transcript.
- Click the blue link under
   Certificate # to print the
   certificate earned when
   completing a Learning
   Opportunity (course) in NCEES.

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My Evaluation Staff Evaluations Help Guides Profes	sional Development My Cours	es Transfer Credit Manager Mobile App						
ofessional Development News		Recommended Training						
he NCDPI Exceptional Children Division creates new Self-Pac he NCDPI ELA Exceptional Children Division has create new profession ourses. He courses are listed in the below screenshot with course titles and ni	ed PD courses for credit al development self-paced umbers.	You currently have no Recommended courses.						
lease check out these opportunities! the course will be released for starting on Wedneaday, July 15 and will compload the year. If this heapin add any of these courses to your My Courses is to yn eventhmer the course tille or number and then cick the Start button to at or cick. In or cick.	remain available for starting vigating to the Professional Id the course to your My Courses	Required Training           You currently have no Required courses.						
EC Process and ECATS Course 1: Invitation to the IEP Team Meeting EC Process and ECATS Course 2: Initial Referral and Consent for	16779	My Courses						
Evaluation EC Process and ECATS Course 3: Determining Eligibility and Consent for	16781	↑ My Learning Opportunities View All (>)						
Services EC Process and ECATS Course 4a: Present Levels of Academic Achievement and Functional Performance (PLAAFP) and Consideration of Special Factors	16782	NCBOLD NCEES CEUs - My Professional Development						
Module 4aCPW: Communication Plan Worksheet	16789	Section: 27432 Location: Virtual						
EC Process and ECATS Course 4b: Postsecondary Transition	16783							
EC Process and ECATS Course 4c: Annual Goals, Short-Term Objectives, and Benchmarks	16784	My Transcript Learning Opportunity						
EC Process and ECATS Course 4d: Least Restrictive Environment (LRE) and Extended School Year (ESY)	16785							
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All	Literacy Academic St	ubject Area	General	Leadership Technology Digital Learning Competency					Ļ		Print Email Pdf
#	Office		Section #		Survey	Start Date	End Date	Completion Date	Certificate #	Registration Status	Credit Hours
1.	Cumberland County	12688	20986	Data and Accountability: 19-20 Orientation	No surveys to take.	09/20/2019	09/20/2019	09/20/2019	21097035	Completed	0.5 CEUs General
2.	Cumberland County	12441	20597	Systemwide Media Coordinators 2019	No surveys to take.	08/13/2019	08/14/2019	09/10/2019	3403208	Completed	1.4 CEUs Academic Subject Area
з.	Cumberland County	1009	14489	Differentiation by DesignReaching and Teaching Every Learner (CCS Online Course)	Survey completed April 15, 2018	02/26/2018	04/06/2018	04/12/2018	90408609	Completed	2.0 CEUs Academic Subject Area
4.	Cumberland County	3462	11437	Cultivating Citizenship in Today's Digital World (CCS Online Course)	Survey completed June 5, 2017	05/01/2017	05/26/2017	06/02/2017	40686898	Completed	1.0 CEUs Technology
Flotal Includes Credit Pending Survey Completion											
Total:	1	7									
CEUs		-									
	Literacy	_									
3.4	Academic Subject Area	_									
0.5	General										
	Leadership										
1.0	Technology										
	Digital Learning Competence	/									
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