

Renew and Track External Certifications Quick Steps

1

Access Your Learning Profile

2

Scroll Down to the External Certifications Section

3

Click the Renew Icon

4

Update the Effective and Expiration Dates

5

View Your External Certification History

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

Refresh, Logout

Main Dashboard

The high-level steps to renew an External Certification and to view your External Certification History are shown in the menu on the left.

Navigation

- Click the numbered circles on the left to move to the first step in each phase.
- Use the **Page Down** key to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Begin

Kathryn Admin	12-Apr-2018	12-May-2018	+
Rene Admin	18-Apr-2018	None	+
Eped to Admin	None	None	+

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Dashboard

Employees

Search...



MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

My Learning

Learning Profile

Classes Enrolled In

Classes Instructing

External Training

Tuition Assistance

Courses & Classes >

Curricula >

SUCCESSION

CAREER CENTER

Main Dashboard

Get More Widgets

Alerts

- New Tuition Assistance Requests (10)
- Appraisal (Mars wf full really) for your employee Mars Mgr is awaiting your signature

Show All

A Click Learning.

B Click My Learning.

C Click Learning Profile.

My Curriculum Completion Status

CZ - Basketball Curriculum

AB - Healthcare Curriculum

0% 20% 40% 60% 80% 100%

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View Your External Certification History

Personal Profile

Learning Profile

Shawn Aaron

Expand All Panels

Curricula

Certifications

Internal Certifications

No internal certifications to display

External Certifications

Add External Certification

Scroll to the External Certifications section.

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View Your External Certification History

No internal certifications to display

External Certifications

Add External Certification

« < 1 > »

Displaying 1 - 1 of 1 10 25 50 100 per page

CERTIFICATION NAME ▾	DESCRIPTION	ISSUED BY ▾	EFFECTIVE ▾	EXPIRATION ▾	REQUIRED ▾	ACKNOWLEDGED ▾	REMINDER ▾	ACTIONS
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2015	10/18/2018	No	No	Yes	 

Certifications that have expired display with the expiration date highlighted in red.

Click the Renew icon.

▼ Certification History

Internal Certification History

No Internal Certification History

External Certification History

« < 1 > »

Displaying 1 - 3 of 3 10 25 50 100 per page

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View Your External Certification History

Senior Professional in Human Resources. Valid for 3 years.



ISSUED BY

HR Certification Institute

EFFECTIVE



EXPIRATION DATE



UPLOAD FILE

BROWSE

Required to Perform Job Duties

Notify Users Before Expiration

NUMBER OF DAYS TO NOTIFY BEFORE EXPIRATION * +

The Renew External Certification Screen opens with all information filled in, except the effective date and expiration date. You must enter a new effective date and expiration date. You may also update information in other fields on this screen.

A

Select a new Effective Date.

B

Select a new Expiration Date.

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View Your External Certification History

30

FREQUENCY (DAYS) OF REMINDERS AFTER EXPIRATION

1

REMINDER NOTIFICATION RECIPIENT

→→	→	←	←←
		Administrator Employee Manager	

Save

Cancel

C

Click Save.

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View Your External Certification History

▼ Certifications

Internal Certifications

No internal certifications to display

External Certifications

The renewed certification now displays under the Certifications section, in the External Certifications grid.

Add External Certification

« < 1 > »

Displaying 1 - 1 of 1 10 25 50 100 per page

CERTIFICATION NAME ▼	DESCRIPTION	ISSUED BY ▼	EFFECTIVE ▼	EXPIRATION ▼	REQUIRED ▼	ACKNOWLEDGED ▼	REMINDER ▼	ACTIONS
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2018	10/18/2021	No	No	Yes	 

▼ Certification History

Internal Certification History

No Internal Certification History

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View Your External Certification History

▼ Certification History

Internal Certification History

No Internal Certification History

External Certification History

« < 1 > »

Displaying 1 - 4 of 4

CERTIFICATION NAME ▼	DESCRIPTION	ISSUED BY ▼	EFFECTIVE ▼	EXPIRATION ▼	REQUIRED ▼	ACKNOWLEDGED ▼
SPHR				10/10/2018	No	No
SPHR			10/12/2018	10/14/2018	No	No
SPHR			10/15/2018	10/16/2018	No	No
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2015	10/18/2018	No	No

Scroll down to the External Certification History grid in the Certification History section of your Learning Profile, to view details about past certifications, including the expired certification we just renewed.

➤ Courses (Totals: Credits:0 CEUs: 0)

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View Your External Certification History

▼ Certification History

Internal Certification History

No Internal Certification History

External Certification

This concludes the Renew and Track External Certifications quick steps.

CERTIFICATION NAME ▼	DESCRIPT			REQUIRED ▼	ACKNOWLEDGED ▼	
SPHR			10/10/2018	No	No	
SPHR			10/12/2018	10/14/2018	No	No
SPHR			10/15/2018	10/16/2018	No	No
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2015	10/18/2018	No	No

➤ Courses (Totals: Credits:0 CEUs: 0)