

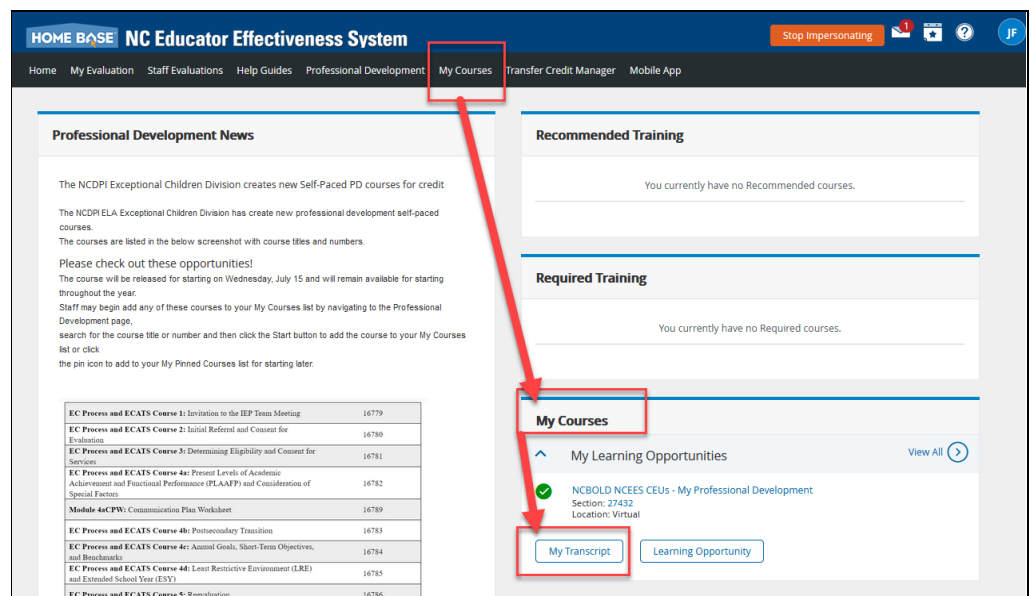
# How to Access the NCEES My Transcript and Certificate

**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

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



#	Office	#	Section #	Title	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
3.	Cumberland County	1009	14489	Differentiation by Design--Reaching 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

*\*Total Includes Credit Pending Survey Completion*

Total:	CEUs	
	Literacy	
	3.4 Academic Subject Area	
	0.5 General	
	Leadership	
	1.0 Technology	
	Digital Learning Competency	