

Employee Self-Service: *Certifications*

Table of Contents

Introduction 1

Navigation 1

Viewing your certifications 2

Introduction

The Certifications icon contains your professional certifications and/or licenses. This information is view only and is unable to be edited by the employee.

This guide will give you step by step instruction on how to view your certification and/or licenses information under Certifications.

Navigation

1. To access your certification information, click the **Certification** icon.



CERTIFICATIONS

2. If you have any certifications and/or licenses, a list will be displayed.

[Certifications](#)

[Qualifications](#)

To view detail, click on a qualification.

- [ANCC Medical/Surgical Nurse](#)
- [Basic Life Support, CA](#)
- [Nursing Administration](#)
- [RN License-NJ](#)

Viewing your certifications

1. To view a current certification and/or license, click on the name of the certification/license.

Certifications

Qualifications

To view detail, click on a qualification.

[ANCC Medical/Surgical Nurse](#)



[Basic Life Support, CA](#)

[Nursing Administration](#)

[RN License-NJ](#)

2. The detail screen will display to the right. You will be able to view all the details of that particular certification/license.

Detail

Qualification	Nursing Administration
State/Province	<input type="text"/>
License Number	<input type="text"/>
Acquired	<input type="text" value="12/01/2004"/>  MM/DD/YYYY
Renewal	<input type="text" value="11/30/2019"/>  MM/DD/YYYY
Renewal Cycle	<input type="text" value="5 Years"/>
Source	<input type="text"/>
Company Sponsor	<input type="text" value="No"/>
Cost	<input type="text" value="0"/>
Currency	<input type="text"/>
<input type="button" value="Cancel"/>	