

Profile Certifications - View Current and Expiring

Description: In this topic, the user will learn how to view current and expiring profile certifications, which are completed requirements.

Role Required: Employee (base user)

Permission Required: N/A

About Profile Certifications

A profile certification is a requirement that has been completed such as HIPAA acknowledgment or CPR training. Once completed, the supervisor or another administrative staff member will add the certification.

Profile certifications can either be recurring or non-recurring. Recurring requirements are certifications like CPR that expire after a certain duration of time and must be renewed to remain current.

A non-recurring requirement is only required once, such as a driver's license or passing a background check. Non-recurring certifications do not expire.

View Profile Certifications

1. Log in to personal profile
2. Select **Profile Certification** from the submenu
3. Use the filters to locate a certification and click **Search**
4. In the results table view:
 - a. Id - The number assigned to the certification
 - b. Certification Name
 - c. Certification Date - The date the certification was issued
 - d. Certification Expiration Date - The date by which the certification must be renewed. If the certification expires, punches may not be able to be submitted. Non-Recurring certifications will show N/A in this field.
 - e. Expiration Reminder Start Date - The date that the first reminder to update the certification will be sent as per personal notification preference (email, text, both). Non-Recurring certifications will show N/A in this field.
 - f. Last Reminder Sent Date - The date that the last reminder will be sent as per personal notification preference (email, text, both) before the certification expires
 - g. Status - Active or Inactive
5. Click anywhere on the certification row to open the profile certification detail page

View Expiring Certifications

1. Log in to personal profile
2. Scroll down the dashboard (underneath overtime gauge and total hours widget) to see the expiring certifications widget which displays:
 - a. Certification Name
 - b. Certificate Expiration Date - To avoid interruption in work, do not allow certifications to lapse.
 - c. Link to Certification Course
 - i. This is an optional field and will only be populated if there is a link to an online training or outside website for this certification course

Related articles

- [Time Entry - Account Type Training](#)
- [Certification - Add to or Remove Certification Requirements from a Certification Template](#)
- [Training Module - Admin Guide](#)
- [Set up Certifications - Video](#)
- [Manage Profile Certifications - Video](#)