Certification - View Profile Certifications

Description: In this topic, the user will learn how to view profile certifications. A profile certification is a completed requirement such as a HIPAA acknowled gment or CPR training. When a requirement has been completed, the supervisor or another administrative staff member will add the certification to the user's profile.

*Please note: Ensure recurring certifications are up to date. If the user has an expired certification, they may not be able to enter time into DCI, based on organizational settings.

Role Required: Employee (base user)

Permission Required: N/A

- 1. Log in to the DCI web portal
- 2. Click **Home** on the main menu
- 3. Click Profile Certifications on the submenu
- 4. View the following on the Profile Certifications page:
 - a. Certification Name The name of the certification requirement such as Driver's License, CPR, etc.
 - b. Certification Date The date the certification was completed
 - c. Certification Expiration Date There are two types of certifications, recurring and non-recurring.
 - i. Recurring certifications will have an expiration date and the employee must be recertified by the Certification Expiration Date
 - iii. Non-Recurring certifications will have an N/A in the Certification Expiration Date field. Non-recurring certifications are typically requirements that are needed only to start working such as a valid driver's license and background check. Since these requirements only are needed once, they do not have an expiration date.
 - d. Expiration Reminder Start The date of the first reminder sent to the employee about an upcoming recurring certification that will expire soon. Reminders can be sent multiple times.
 - e. Last Reminder Sent Date The date of the last reminder sent to the employee before the recurring certification expires
 - f. Status Active or Inactive
- 5. Click anywhere on the Profile Certification row to open the Profile Certification Details page
- 6. Optionally, click the **Actions** button to add a note or attachment to the certification.

Related articles

- · Certification Create, View, Edit, or Deactivate a Certification Requirement
- Certification Add to or Remove Certification Requirements from a Certification Template
- Training Module Admin Guide
- Set up Certifications Video
- Manage Profile Certifications Video