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 acknowledgment 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
      ii. 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