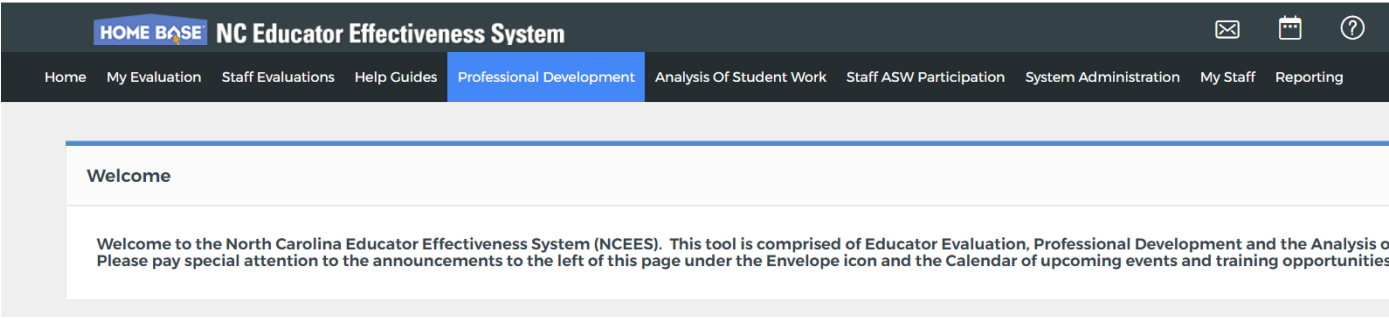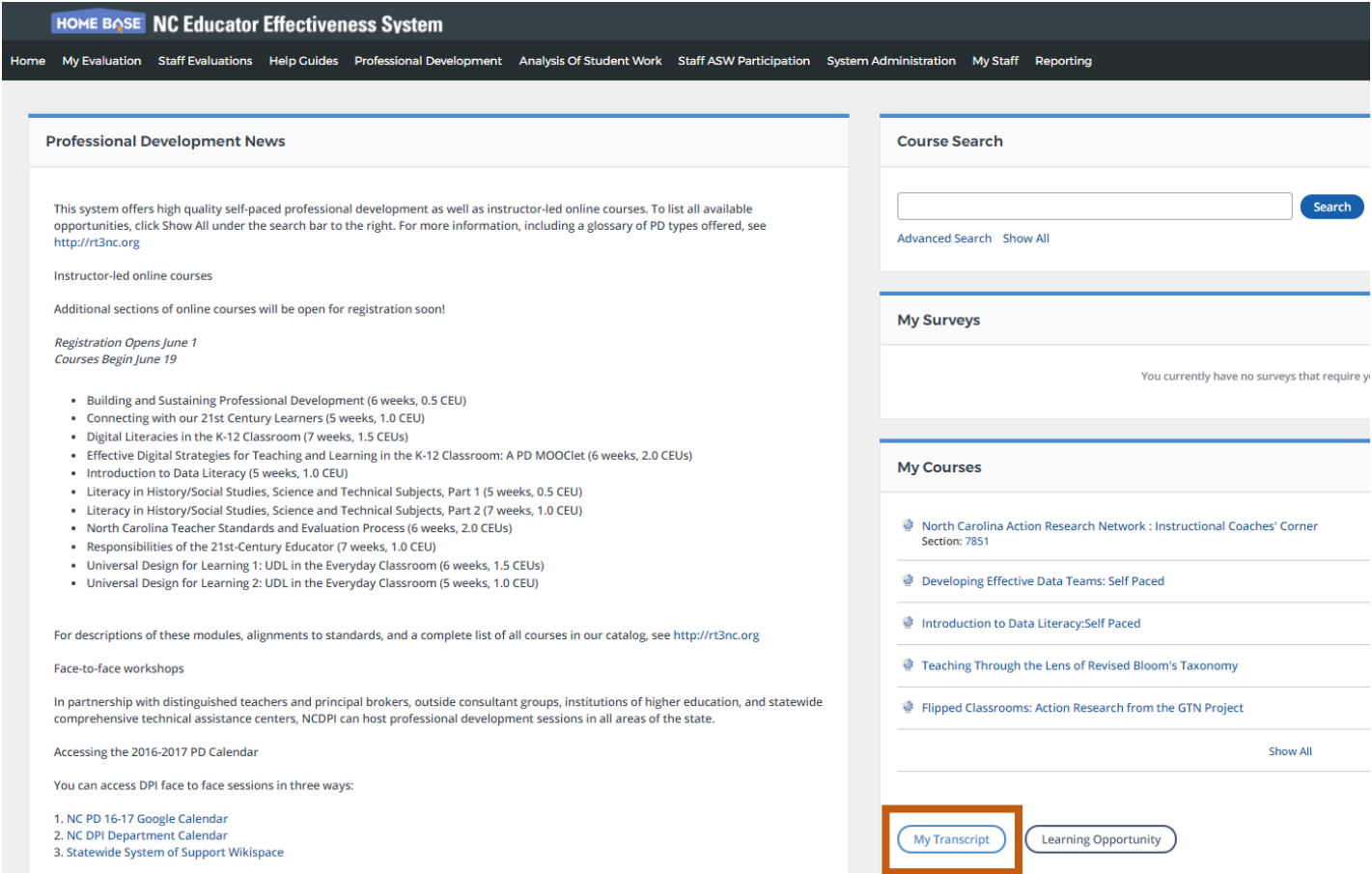# Transcripts and Certificates in NCEES

- To access and view your transcript, click the **Professional Development** tab.

- Scroll down to **My Courses**, and click the **My Transcript** link to view your transcript.

- Select a date range, and click **Search** to view transcripts from within that range.
- Click **Email PDF** to email a copy of your transcript to a selected recipient.
- Click **Print** to print a copy of your transcript.
- Your complete transcript will load by default. Click the tabs to view certifications for each specific category.
- Anything in blue is hyperlinked and you can click on it for further information.

Anything in BLUE is hyperlinked and you can click on it to access the certificate for printing.

#	#	Section #	Title	Survey	Start Date	End Date	Completion Date	Certificate #	Registration Status	Credit Hours
1.	3974	6117	MSPLN	No surveys to take.	02/18/2016	02/18/2016	02/19/2016	80780957	Completed	0.3 CEUs General
2.	3443	5279	Home Base PLE: Schoolnet and Professional Development System	No surveys to take.	12/03/2015	12/03/2015	12/04/2015	5363709	Completed	0.4 CEUs Technology
3.	997	1763	Facilitating Online Professional Development for NC Educators	No surveys to take.	03/11/2015	03/23/2016	05/08/2015	21407543	Completed	3.0 CEUs General
4.	1906	1906	Creating and Managing PD through Home Base: Self-Paced	No surveys to take.	05/04/2015	08/07/2015	08/07/2015	699497	Completed	0.0 CEUs General
5.	410	410	Welcome to EE	Survey completed November 16, 2016	08/28/2014	08/28/2014	08/28/2014	65055086	Completed	0.5 CEUs General

Total:	
CEUs	
	Literacy
	Academic Subject Area
3.8	General
	Leadership
0.4	Technology