



Job Aid

Accessing your PTS Completion Certificate

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Introduction

This Job Aid will walk you through the process for accessing your training completion certificates.

It's important to note that for the PTS course, the training completion certificate is only a temporary certificate and valid until you received your hard copy PTS ID Card in the mail.

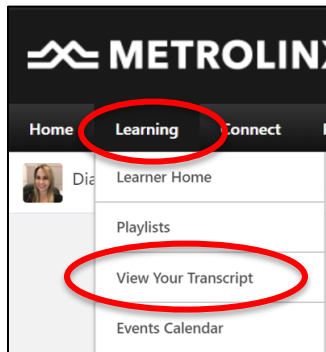
Temporary PTS Training Completion Certificate

Once you have successfully passed the final competency test for the PTS course, you are provided a training completion certificate.

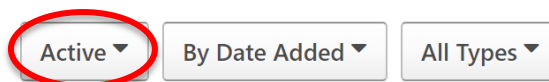
Warning: If you did not update your account profile information and photo, your temporary PTS certificate will be incomplete and have blank sections.

All your training records and certificates can be viewed in your transcript.

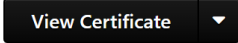
1. From the **Welcome** page, hover over the **Learning** tab and select the **View Your Transcript** option from the dropdown list.

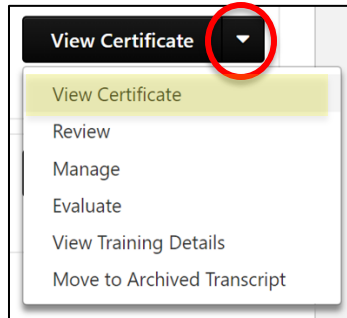


2. Your PTS competency test has now moved to the **Completed** folder. Search your completed folder by clicking on the **Status** tab and changing the status to **Completed**.



3. All your completed learning objects (e.g. PTS competency test) appear. Locate the PTS competency test and access it by:

- Clicking on the **View Certificate** button. 
- Clicking on the dropdown list and selecting the **View Certificate** option.



4. Your PTS Certification appears. You can save and print a copy of this certificate from this screen. It will always be accessible in your completed transcript for further reference.

Your PTS Certification displays your name, the course name, your ID number and your photo. Your ID number is a unique value that will always be associated with your CMS account profile. This number does not change even when renewing your training.

