



Your Training Transcript: View, Print, or Email

Now that you've completed trainings and workshops, you may want to see your PD credit and perhaps share it with your employer. This is all done through your "Training Transcript".

1. Log into your NH Professional Registry account at <https://nhportal.naccrraware.net/nh/>. Then click on the blue **"My Registry Record"** button located towards the top.
2. Click on **"Training Transcript"** on the left hand side then on the blue **"Search"** button at the center. The default setting will allow only up to 50 trainings to display. You can select to see up to 100 trainings on one page. The trainings you've taken and/or registered for will display. Be sure to scroll all the way down, as it may or may not be in chronological order.
3. To print your transcript for your personnel file, select the workshops you would like the transcript for by clicking the boxes to their left and then click on the blue **"Generate Training Transcript"** button. Your transcript will display, which you can then print for your file.
4. To include Documented Trainings, or trainings that were not in the registry of which you have previously uploaded, you will need to click on **"Training and Education Report."**
5. Finally, scroll down to the bottom and click on the blue button **"Generate PDF Report."** This will create a PDF that can be saved, printed or emailed.

It is important that you remember to allow up to 3-4 business days for your transcript to be updated after attending a workshop as we need to receive the sign-in sheet and then process it. While we do strive to do this quickly for you, this process can sometimes take some time.

As always, if you have questions about your PD hours on your transcript, or need help navigating the registry, please do not hesitate to contact ACROSS NH at 603-206-6848 or email acrossnh@seresc.net.

ACROSS NH is a project of SERESC funded by the Bureau Child Development and Head Start Collaboration. Our goal is to provide statewide technical assistance and professional development opportunities to after school providers to support their work in creating high quality, innovative programs for schoolage children.

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