

How to get your training certificates

When you sign up for one of our training events, all the TCHs are automatically added to your personal Training Journal in your Profile. You will also get an email notification with a certificate for the event. From your Profile, you will be able to download, save and print that certificate as well as a summary of all your TCHs, or you can email those documents to anyone you'd like directly from the website.

To get a record of your TCHs from your Profile, first you must **SIGN-IN**. If you don't remember how to sign in, reference the [Quick Start Guide](#) on our website. Then click on **MY PROFILE > MANAGE PROFILE > PROFESSIONAL DEVELOPMENT**.

Once there, select the tab for **Journal Entries**. You will see a listing of certificates from MRWA. You can filter your search to find exactly what you're looking for. Once you've found it, there are links to **Print Transcript**, **Email Transcript**, or **Add Entry**.

Helpful hint

You can use the **Add Entry** link to upload any training certificates not awarded by Maine Rural Water Association.

The screenshot shows the MRWA user profile page. The navigation bar includes HOME, TRAINING, CONFERENCE 2018, RESOURCES, SPONSORS, and ABOUT US. The main content area is titled 'Manage Profile' and contains several sections: 'Information & Settings' (Edit Bio, Preferences, Sub-accounts), 'Invoicing, Payments & History' (Invoices, Membership, Event Registrations), and 'Content & Features' (Favorites, Blogs, Photo Gallery, Professional Development). A blue callout box with the text 'Professional Development Button' points to the 'Professional Development' link in the 'Content & Features' section, which is also circled in red.

The screenshot shows the 'Certifications/Programs' page with the 'Journal Entries' tab selected. A blue callout box with the text 'Click on Journal Entries' points to the 'Journal Entries' tab. Below the filters, a blue callout box with the text 'Print or email what you need' points to the 'Print Transcript', 'Print Filtered Entries', and 'Email Transcript' links, which are circled in red. Below the links is a table with the following data:

OPTIONS	STATUS	ENTRY DATE	DETAILS	CREDITS	EXPIRES	SCORE (%)
	Approved	10/9/2018	Water Operator Credits Attended Event: Very Small Water System (VSWS)	15	12/31/2020	N/A