

New! OCNT Online Profiles

View your records, add credits, and print your OCNT certificate online at your convenience!



To Access Your Online OCNT Profile:

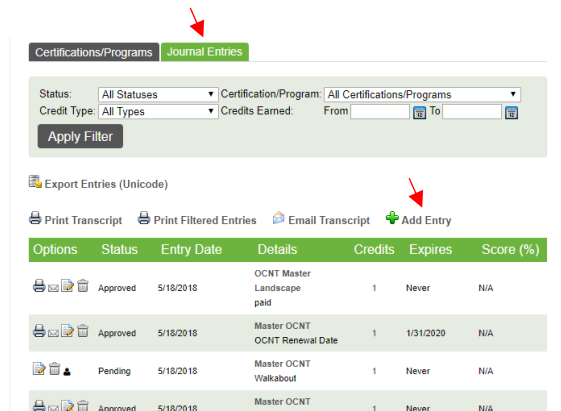
1. Log in to ONLA.org with your username and password (Please contact roni@onla.org if you need this)
2. Under the **My Profile** area, select **Manage Profile**
3. Scroll down to the **Content & Features** area and select **Professional Development**

Journal Entries Tab

Under the Journal Entries Tab, you can add and keep track of the education credits that will go toward your OCNT renewal.

Your Entries

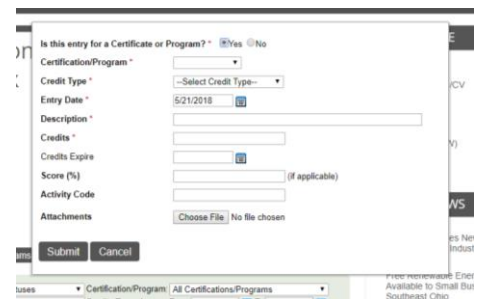
- OCNTs are required to earn **five Education Credits** within a three-year period.
- In this tab, you will also see two listings that ONLA adds to your account: Your Renewal Date and, after ONLA has received payment, a listing for your Renewal Payment. *Do not delete these entries.*



To Add A Credit:

Click on **Add Entry**. A pop-up form should appear.

- Certification/Program – Select your certification: Landscape, Garden Center, Grower, Master. (If you have more than one certification, but not a Master certification, you will need to enter the credit for each certification separately)
- Credit Type – Select Education Credit
- Entry Date – Add the date of the event
- Description – List the title or a short description of the program you attended
- Credits – Type 1 (or the number of days you attended a multi-day event)
- Credits Expire – Leave blank, ONLA will complete this field
- Score – Leave blank
- Activity Code – If one is provided at an event
- Click **Submit**



Credits will be listed as pending until approved by the ONLA office.

Certifications/Programs Tab

Under the Certifications/Programs Tab, you'll find an overview of how many credits you have on file for your upcoming OCNT renewal.

When your OCNT requirements of five approved Education Credits and your renewal payment are fulfilled, you may print your certificate using the icon to the left of your certification listing.

Please contact the ONLA office at 800-825-5062 or roni@onla.org with questions.

