How Do I Print My Certificate?

As part of the process of keeping your teaching certification up to date, you may need to complete a number of PD hours in a 5 year time period. **Tracking and maintaining records of your PD hours is the responsibility of the employee– NOT the organization/district.**

Once your activity has been set to a completed status, you will see a print certificate option under the "Manage" button. You can locate this button beside the activity where you are looking for the certification.

Once you press the Print Certificate button, the certificate is sent to your locally installed PDF software, such as Adobe Reader, and can be printed from that application.

You are strongly encouraged to save an electronic copy and/or print out a hard copy of each certificate for your records.

NOTE: *Not all Professional Development providers request sensitive information such as birth dates and/or Social Security Numbers as part of the registration process. As a result, this information will not print on all certificates.*

If your certificate does not include your SSN and/or birth date, you will need to add that information to your certificates if and when requested by NYS for review.