Finding and Printing Your Training Transcript or Record

Now that you can print your training record at any time, most classes no longer offer a formal certificate. In some cases, you may need to print your training transcript to provide a record of continuing education credits.

**Viewing Your Transcript**
From the LMS home page, you can view a list of all your completed courses by selecting View Completed Learning from the Navigation Links section. Your completed courses display here.

![Completed Courses Table]

**What If My Transcript Seems to Be Missing Items??**
Not all training completion data has been converted to the LMS. The LMS will include training records for training that has been completed in the LMS and some other data that has been imported into this system.

Also, note that the transcript displayed is only for the window of time listed in the search criteria at the top of the screen. To view training that was completed before this window of time, change the date in the Completion Date After field to an earlier date and click Search.

**Printing Your Transcript**
Click the Print link located at the top of the results on the right.

![Print Link]

Your transcript will open in a new window. Click the Print link again.