HOW TO GET YOUR PROFESSIONAL DEVELOPMENT CERTIFICATE ON escWORKS

If not already at escWorks, visit our website at <u>www.hcesc.org.</u>

1. From the www.hcesc.org home page...



- 2. Then click VIEW HCESC CALENDAR.
- 3. Using the left sidebar menu, click on Registration/Certificate under My Account.



- **4.** Sign-in to your account.
- **5.** Click the **Past Sessions** tab **and/or** the **Online Sessions** tab *if an online session, then click Complete*. Note: certificates are not available for multiple day sessions until the last session is complete.
- **6.** Click on the **Certificate** link for a session. A PDF file will download to your computer.

Please allow 24-48 hours to retrieve your certificate. For additional support please contact Becky Miller at 513-674-4259. Thank you for attending a professional development event at the Hamilton County ESC!