



## HOW TO GET YOUR CERTIFICATE ON escWORKS

*Getting your certificate is a simple process...*

1. Visit our website at [www.hcesc.org](http://www.hcesc.org) and click on: Events Calendar box (bottom right).
2. Using the left sidebar menu, click the orange sign in button and sign in (first time to sign-in use password for your password).
3. Using the left sidebar menu, click on Registration/Certificate under My Account.
4. Click on Past Sessions or ONLINE SESSIONS and then Complete if it is an online course (certificates are not available for multiple day sessions until the last session is complete).
5. Click on the link for the certificate.
6. Please allow 24-48 hours to retrieve your certificate.
7. Call our Professional Development hotline for help at 513-674-4259.

Thank you for attending a professional development event at the Hamilton County ESC.



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