





## 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: **PD & Events** on the top menu bar. Then **HCESC PD Event Calendar**.
2. Click on the green button that looks like this: 
3. Using the left sidebar menu, click the orange **sign in**  button and sign-in (first time to sign-in use password for your password).
4. Using the left sidebar menu, click on **Registration/Certificate** under My Account.
5. 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).
6. Click on the **Certificate** link.

*Please allow 24-48 hours to retrieve your certificate. For additional support please call our Professional Development Hotline at 513-674-4259.*

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