

HOW TO GET YOUR PROFESSIONAL DEVELOPMENT CERTIFICATE ON escWORKS

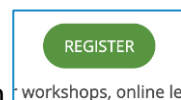
If not already at escWorks, visit our website at www.hcesc.org.

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

Click on: **PD & EVENTS**



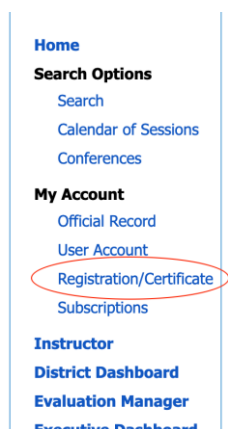
in the top menu bar **OR** the **REGISTER** button



2. Then click **VIEW HCESC CALENDAR**.

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!