



New Hampshire Professional Registry

Frequently Asked Questions on Training Certificates & Training Transcripts

How do I pull up my professional development in the registry?

Professional development hours in the Registry look different from the typical individual certificates that were handed out in the past at the end of training presentations. The Registry will capture your trainings collectively together based on how you select and search. You can print out the trainings you've taken through the Registry on one sheet of paper known as your "Training Transcript". The "Training Certificate" section of the NH Professional Registry is for trainings you have not taken through the Registry. In this section, you can add what other trainings you have taken and upload the certificates in the "Attachment" section of the Registry. The Registry has the ability to capture all of your training information and can potentially be your one stop spot to store your professional development training information. It's your own online professional development portfolio.

How do I find the trainings I've taken on the NH Professional Registry?

Trainings you are enrolled in, wait listed for and have completed are in the "Training Transcript" section of the registry.

Quick Bullet Points for Accessing your Training Transcript

- Go to <https://nhportal.naccraware.net/nh/>
- Click on "Login"
- Click on "My Registry Record"
- Look for "Training" and click on "Training Transcript"
- Click "Descending" this will make your most recently attended trainings display first
- Click on the "Search" button
- See your "Training Transcript Search Results"
- Check the boxes on the left hand side of the trainings you'd like to print out or email.
- Select "Generate Training Transcript" and print out transcript
- **OR** Select "Generate and Email Transcript" and put in recipient's email address in the box marked "to" and select "Send Email"

How do I add in trainings that I have taken that were not offered in the Registry? For example, trainings or conferences offered through other training organizations.

This is a two-step process in the Registry using the links for "Training Certificate" and "Attachments". This process will also demonstrate to you another way that the registry can act as your own online professional development portfolio.

Quick Bullet Points for adding Training Certificates

- Go to <https://nhportal.naccraware.net/nh/>
- Click on "Login"
- Click on "My Registry Record"
- Look under "Training" and click on "Training Certificate"
- Complete the information requested and select "Add"
- Click on "Attachments" on the left hand side of your screen
- Complete the information requested and select "Browse" to upload attachment