

## Training Transcript – Serves as the “Certificate” for trainings completed.

The “Training Transcript” provides a report of completed professional development that has been verified by a Registry Manager and is accepted by the NH Child Care Licensing Unit.

When accessing the “Training Transcript,” you can choose to limit the results to those trainings completed during a particular date range or with a particular completion status. The generated report is in HTML format and can be printed or saved using the menu options available in your browser.

### Accessing your Training Transcript

**Step 1:** Go to <https://nhportal.naccraware.net/nh/>

**Step 2:** Login into the NH Professional Registry

**Step 3:** Click “My Registry Record”

**Step 4:** Click “Training Transcript”

The screenshot displays the New Hampshire Professional Registry website. The browser address bar shows <https://nhportal.naccraware.net/nh/sa/trainee/searchTrainingsTakenForm.action>. The page features logos for ChildCare Aware of New Hampshire, the Child Development Bureau, and acrossnh. The main heading is "New Hampshire Professional Registry". A navigation bar includes links for Home, My Registry Record, Training Calendar, Contact Us, User Guide, and Logout. On the left, a sidebar menu under "My Record" lists options: General Information, Workforce Information (with sub-links for Employment, Education, Credit Based Courses), Training (with sub-links for Training Certificates, Training Transcript, Training and Education Report, and Technical Assistance Report), Credential, Attachments, and My Applications. A red arrow points to the "Training Transcript" link. The main content area is titled "Trainee - Training Transcript" and shows a search form with fields for Content Type, Content Area, Training Start Date, Status, Sort Order, and Items per Page. A "Search" button is at the bottom of the form. The Windows taskbar at the bottom shows the date and time as 10:39 AM on 9/20/2017.

**Step 5:** Complete the search fields (not required) and click the “Search” button. It is recommended to click on “Items per Page” drop down menu and choose 100 if there are numerous trainings listed on your Training Transcript.

https://nhportal.naccrware.net/nh/sa/trainee/searchTrainingsTakenForm.action

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## New Hampshire Professional Registry

Home My Registry Record Training Calendar Contact Us User Guide Logout

» My Record

- General Information
- Workforce Information
  - Employment
  - Education
  - Credit Based Courses
- Training
  - Training Certificates
  - Training Transcript
- Training and Education Report
- Technical Assistance Report

» Credential

- Professional Licenses
- Credentials
- Action Logs

» Attachments

- Attachments

» My Applications

**Trainee - Training Transcript**

Current Level = [ ] Renewal Date = [ ]

**Training Transcript Search**

Content Type: [Any Content Type]

Content Area: [ ]

Training Start Date: [ ] to [ ]

Status: [Any Status]

Sort Order: [Default] [Ascending] [Descending]

Items per page: [50]

**Search**

**Step 7:** Check the boxes on the left hand side of the trainings you’d like to print out or email.

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- Attachments

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**Trainee - Training Transcript**

Current Level = [ ] Renewal Date = [ ]

**Training Transcript Search Results**

	Training Date	Training Code	Training Name	Training Type	Clock Hours	Credits	CEUs	Status	Completion Date	Content Areas Covered
<input type="checkbox"/>	02/23/2015	DCYF01	Recognizing and Responding to Child Abuse and Neglect with DCYF Cindy C Wallace	Inservice Workshop	~2.00	~0.00	~0.00	Wait-Listed		Developing As a Professional (1.00 hours) CDA05 - Strategies to manage an effective program operation (1.00 hours) Promoting Child Growth and Development (1.00 hours) CDA01 - Planning a safe, healthy learning environment (1.00 hours)

Generate Training Transcript Generate and Email Transcript

https://nhportal.naccrware.net/nh/sa/training/viewTrainingSessionDetail.action?sessionId=73240

**Step 8:** 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**”.

The screenshot shows the New Hampshire Professional Registry website. The user is logged in as Krishna A Dubreuil. The page displays a table of training transcripts. Below the table, there are two buttons: "Generate Training Transcript" and "Generate and Email Transcript". A red box highlights these buttons, and a red arrow points to them from the bottom right corner of the screen.

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- General Information
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- Technical Assistance Report

**Credential**

- Professional Licenses
- Credentials
- Action Logs

**Attachments**

- Attachments

**My Applications**

**Trainee - Training Transcript**

Krishna A Dubreuil  
krishadubreuil@gmail.com  
603 428-3132

User Name = KDubreuil5234  
97 Chelsea Court  
Henniker, NH

Current Level =

Renewal Date =

**Training Transcript Search Results**

Training Date	Training Code	Training Name	Training Type	Clock Hours	Credits	CEUs	Status	Completion Date	Content Areas Covered
02/23/2015	DCYF01	Recognizing and Responding to Child Abuse and Neglect with DCYF Cindy C Wallace	Inservise Workshop	~2.00	~0.00	~0.00	Wait-Listed		Developing As a Professional (1.00 hours) CDA05 - Strategies to manage an effective program operation (1.00 hours) Promoting Child Growth and Development (1.00 hours) CDA01 - Planning a safe, healthy learning environment (1.00 hours)

[Generate Training Transcript](#) [Generate and Email Transcript](#)

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100% 99% 1:19 PM 9/20/2017