

## 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 the URL <https://nhportal.naccraware.net/nh/sa/trainee/searchTrainingsTakenForm.action>. The page features logos for ChildCare Aware of New Hampshire, Valuing Childhood Child Development Bureau, and acrossnh. The main heading is "New Hampshire Professional Registry" with navigation links for Home, My Registry Record, Training Calendar, Contact Us, User Guide, and Logout. A left sidebar menu includes sections for My Record, Credential, Attachments, and My Applications. Under My Record, the Training Transcript link is highlighted with a red box and a red arrow. The main content area is titled "Trainee - Training Transcript" and includes a search form with fields for Content Type, Content Area, Training Start Date, Status, Sort Order, and Items per Page. A Search button is located at the bottom of the search form. The Windows taskbar at the bottom shows the system tray with a 99% battery level and the date 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.

The screenshot shows the 'Trainee - Training Transcript' page. The search form includes the following fields:

- Content Type: Any Content Type
- Content Area: [Dropdown]
- Training Start Date: [Date] to [Date]
- Status: Any Status
- Sort Order: Default, Ascending, Descending
- Items per Page: 50
- Search button

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

The screenshot shows the 'Training Transcript Search Results' page. The table below contains the following data:

<input type="checkbox"/>	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)

Buttons at the bottom of the table: Generate Training Transcript, Generate and Email Transcript.

**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”**.

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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**

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

User Name = KDubreuil5234  
97 Chelsea Court  
Heniker, 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	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.naccraware.net/nh/sa/training/viewTrainingSessionDetail.action?sessionId=73240

100%   99%   1:19 PM 9/20/2017