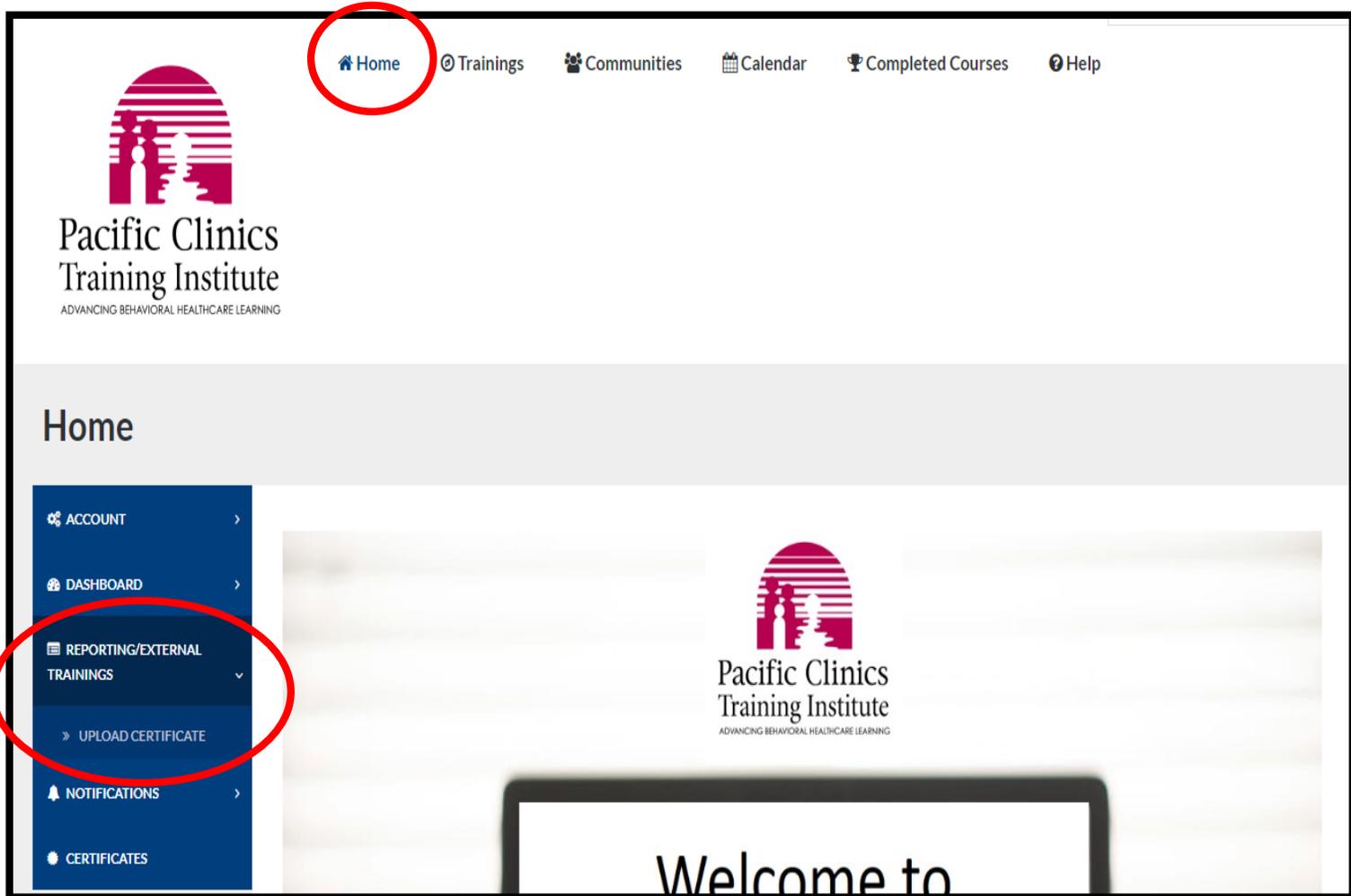


Culturally Responsive (CR) Certificates

**How to upload external training certificates
to receive CR Credit.**



On the **Home** page

- Click on **Reporting/External Trainings**
- Next, click on **Upload Certificate**



Pacific Clinics
Training Institute
ADVANCING BEHAVIORAL HEALTHCARE LEARNING

Home

- ACCOUNT >
- DASHBOARD >
- REPORTING/EXTERNAL TRAININGS >
- UPLOAD CERTIFICATE >
- NOTIFICATIONS >
- CERTIFICATES >

Home » Upload Certificate » Settings

Offline Reports

Order By: Date | Approval

My Filters

Start Date ?

2019/01/01 12:00:00

End Date ?

Add New

Click on **Add New**

Facilitators

Non-Company Facilitator

Format

LEAVE BLANK

Source

LEAVE BLANK

New Hire

LEAVE BLANK

Date

Enter date of training

Type

LEAVE BLANK

Hours Completed

.25

Enter hours of training

Training Provider

Enter agency who provided training

Title

Enter Training Title

Enter training title

Note

Add Training Proof

* Attach training proof No file chosen

Upload training certificate

Display training proof in Offline Training Will display once approved

Save

Click Save