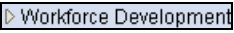
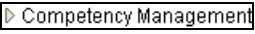
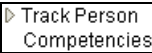








Licenses/Certificates

1.	<p>Click the Workforce Development link.</p> 
2.	<p>Click the Competency Management link.</p> 
3.	<p>Click the Track Person Competencies link.</p> 
4.	<p>Click the Licenses and Certifications link.</p>
5.	<p>Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.</p>
6.	<p>Click the Search button.</p> <p>If multiple employee records are listed, click on the appropriate employee record.</p> 
7.	<p>Click the Plus (+) key to add a new row.</p> 
8.	<p>Click the Look up License/Certificate Code button.</p> 
9.	<p>Click an entry in either the License/Certificate or Description column.</p> 
10.	<p>Enter the appropriate date into the Issue Date field.</p>
11.	<p>Enter the desired information into the License # field.</p>
12.	<p>Enter the desired information into the Issued By field.</p>
13.	<p>Enter the license expiration data into the Expiration Date field.</p>
14.	<p>Click the License Verified option.</p> <p>This option is to verify that you have confirmed that the employee holds the required license or certificate.</p> 
15.	<p>Country field defaults to USA...change only if necessary.</p> <p>Enter the desired information into the State field.</p>
16.	<p>Click the Save button.</p> 
17.	<p>End of Procedure.</p>