



'How to View Credit History in CERTEMY'

Login to the CERTEMY database: [CERTEMY - Customer Login](#)

To view the total credits earned:

- Place the cursor over the **Profile Details** CLICK there
GO to ...
- **Profile Fields** CLICK there
- **Total Training Credits**

The screenshot displays the user interface for Anita Valdez. The top navigation bar includes 'My Credentials', 'Digital Wallet', 'Transcripts', and 'User Guide'. The user's name 'Anita Valdez' and role 'Professional at Utility Operator Certification Program-UOCP' are shown in the top right. The main content area features the New Mexico Environment Department logo, the user's name 'Anita Valdez', and contact information: 'Utility Operator Certification Program-UOCP' and 'anita.valdez@env.nm.gov'. A sidebar menu on the left contains 'Personal Information', 'Profile Fields', and 'Email Notifications Settings'. The 'Profile Fields' section is highlighted with a blue box. Below it, the 'Reference Information' section shows 'Total Training Credits' as '291.5', also highlighted with a blue box. A dropdown menu is open, showing 'Anita Valdez' with the role 'Professional at Utility Operator Certification Program-UOCP' and email 'anita.valdez@env.nm.gov'. A red box highlights the 'Profile details' link in the dropdown, with a red arrow pointing to it from the 'Profile Fields' section. Another red arrow points from the 'Profile Fields' section to the 'Profile details' link in the dropdown.

OR you can also download your old Training Transcripts for the current 3-year period from the **OPERATOR LOOK-UP**: <https://sep.net.env.nm.gov/reg>

See steps on next page ...



'How to View Download Training Transcript from OPERATOR LOOK-UP'

- 1) LOGIN to the Operator LOOK-UP
- 2) CLICK on **Training Credits**

New Mexico ENVIRONMENT Department

NM Utility Operator Certification Program

Operator Information

NM UOCP Email: UOCP.Certification@state.nm.us Printer-friendly version Log out

ID Card and Certificate Replacement Form

Edit	Employers	Certification	Training Credits	Approved Exams	Transcript
ID					
Status		ACTIVE			
Expiration date		9/30/2024			
Renewal date		10/28/2021			
Address					
City		Rio Rancho			
State		NM			
ZIP		87144			

- 3) CLICK on 'Print-friendly version'
- 4) VIEW and PRINT the Training Transcript for the **3-year** Renewal period
- 5) Highlighted in BLUE is the Total history of credits reported in your operator record. These have been transferred to your

Utility Operator

ID	Status	Expiration date	Renewal date	Address	City	State	ZIP	Home phone	Work phone	Cell phone
	ACTIVE	9/30/2024	10/28/2021		Rio Rancho	NM	87144	5059278300	5057954307	5059278300

Training Credits

Event date	Subject	Location	Provider	Renewal Credits	Total Credits
5/21/2024	Water Treatment/Distribution	Online	RCAC	30.00	
				Total: 30.00	Total: 281.5

- 6) SAVE to computer (Pdf format)
- 7) Upload Pdf Training Transcript to CERTEMY – SEE next page ...



'How to Upload Training Transcript into CERTEMY'

To ADD your credits into CERTEMY, please COMPLETE the following information:

- 1) LOGIN to CERTEMY
- 2) CLICK on **Credentials**
- 3) SELECT the Training TAB to enter the credits. Follow these Steps below:
 - A. **Activity Type:** Continuing Education Courses
 - B. **Hours:** total hour earned noted from Transcript
 - C. **Activity Title:** See transcript
 - D. **Activity sponsor/Provider:** See transcript
 - E. **Date:** select today's date
 - F. **CLICK on Browse:** upload transcript from Operator Look-up
 - G. Click on **SUBMIT**

