

## 'How to View Credit History in CERTEMY'

Login to the CERTEMY database: CERTEMY - Customer Login

To view the total credits earned:

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

NMED	My Credentials Digital Wallet Transcripts	User Guide	Anita Valdez Professional at Utility Operator Certification Program-UOCP	C
<b>Anita Valdez</b> Utility Operator Certification Program	Profile Fields Reference Information Total Training Credits 291.5		Anita Valdez Professional at Utility Operator Certification Program-UOCP anita avaidez@env.m.gov Profile details Admin at Utility Operator Certification Program-UOCP anita.valdez@env.nm.gov	^
UOCP 🔤 anita.valdez@env.nm.gov				
Personal Information				
🖪 Profile Fields				
Email Notifications Settings				

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

See steps on next page ...

SCIENCE | INNOVATION | COLLABORATION | COMPLIANCE



3)

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

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

	Enviro	NMENT		NM Utilit	y Operator Cer	tification Program
REAL OFFICE	[	Departme	ent			
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M UOCP Email: UC	)CP.Certification@s	state.nm.us			Printer-friendly ve	ersion Log out
Card and Certifi	cate Replacemen	nt Form				
Edit		Employers	Certification	Training Credits	Approved Exams	Transcript
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D Status Expiration date Renewal date Address Sity State IP	ACTIVE 9/30/2024 10/28/2021 Rio Rancho NM 87144	<b>E</b>				

- 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

Util	tility Operator												
	D	Status	Expiration date		Renewal date Address			City	State	ZIP	Home phone	Work phone	Cell phone
		ACTIVE	9/30/2024		10/28/2021	0020 Hardoor and 01. HE		Rio Rancho	NM	87144	5059278300	5057954307	5059278300
Tra	Training Credits												
	E	vent date	Subject				Location	Provider		Renewal Credits		Total Credits	
	5/	/21/2024		Water Treatment/Distribution			Online	RCAC		30.00			
										Total: 30.00	/	Total: 291.5	

- 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

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NMED Mexico Mexicoment Department	-		My Credentials	Digital Wallet	Transcripts	User Guide		Anita Valdez logged in as Professional Jaime Rodriguez	Ċ		
< BACK TO MY CR	EDENTIALS										
Tra	Training ✓ Pending verification ③ Education Ⅲ 09/29/2024 Thirty (30) training credits must be earned within the 3-year renewal period or before the expiration date.				Submit Hours for the step Activity type * Please select Hours *						
Please Remin	e note: You are r der emails will i	esponsible for tracking your be sent only as courtesy.	expiration date.	Activity title	*	ia se maicipie oi	0.01				
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