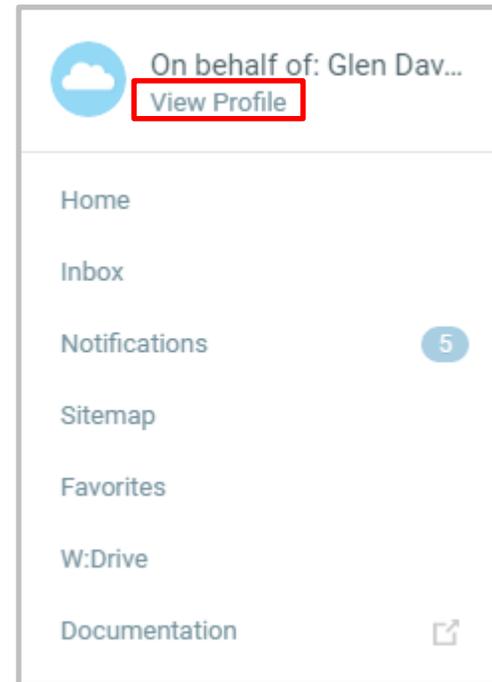


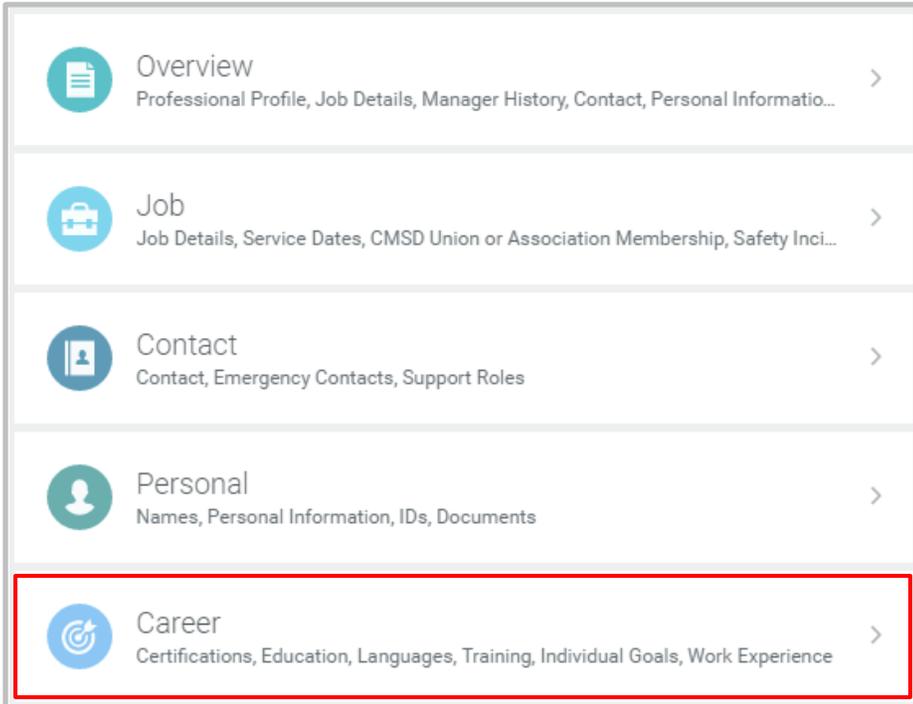
View information on your Licenses

From your Home page:

1. Click your picture (or the **Cloud** icon) in the upper right hand corner of the screen.
2. Click the **View Profile** option.



3. Click the **Career** option.



The screenshot shows a vertical navigation menu with five items: Overview, Job, Contact, Personal, and Career. The Career item is highlighted with a red rectangular border. Each item includes an icon, a title, and a list of sub-items.

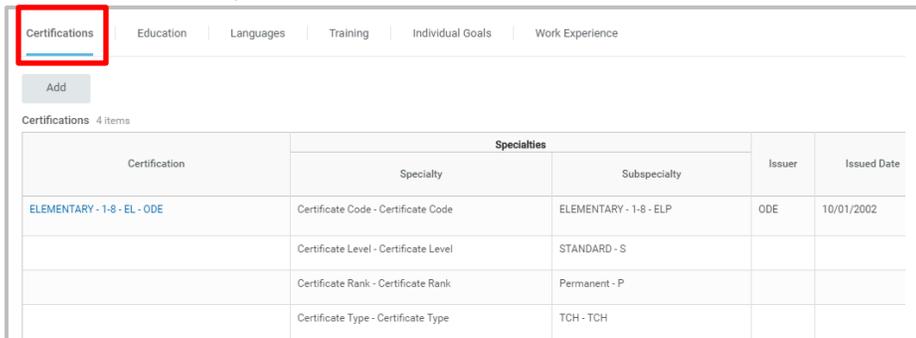
- Overview**: Professional Profile, Job Details, Manager History, Contact, Personal Informatio...
- Job**: Job Details, Service Dates, CMSD Union or Association Membership, Safety Inci...
- Contact**: Contact, Emergency Contacts, Support Roles
- Personal**: Names, Personal Information, IDs, Documents
- Career**: Certifications, Education, Languages, Training, Individual Goals, Work Experience

Adding License and Certificate Information

The Ohio Department of Education will send certifications of employees sponsored by the Cleveland Metropolitan School District directly to the District. Upon receipt, a member of the Talent department will enter this certification information directly into Workday. A copy of the certification will also be sent to the employee's email address included on their application.

Employees certified from an outside entity must scan and email their certification information to licensing@clevelandmetroschools.org. A member of the CMSD licensing team will add their certification to Workday.

4. From the Certifications tab you are able to view all current Certifications, Licenses and Permits.



The screenshot shows the 'Certifications' tab selected in a navigation bar. Below the navigation bar is an 'Add' button and a table of certifications. The table has columns for Certification, Specialties (with sub-columns for Specialty and Subspecialty), Issuer, and Issued Date. The first row of data is highlighted in blue.

Certification	Specialties		Issuer	Issued Date
	Specialty	Subspecialty		
ELEMENTARY - 1-8 - EL - ODE	Certificate Code - Certificate Code	ELEMENTARY - 1-8 - ELP	ODE	10/01/2002
	Certificate Level - Certificate Level	STANDARD - S		
	Certificate Rank - Certificate Rank	Permanent - P		
	Certificate Type - Certificate Type	TCH - TCH		