



Colorado CERTS for Seven Cedars Students

1. CERTS is a **state-required** database that tracks completed courses and produces a transcript for CAC students when ready to apply for the CAC or LAC credential. As of January 1, 2018 all CAC students must have a CERTS ID number to get credit for any CAC courses attended and passed after that date. DORA will access your CERTS transcript to verify courses passed to issue a credential. DORA will no longer accept certificates of completion and we will no longer issue them.
2. Seven Cedars instructors will enter completion information into the CERTS database usually over the weekend after completion each course. Students can sign into their transcripts at any time to verify this. The CERTS transcript is now the definitive confirmation that students have passed their courses, and can be used to verify course attendance and passing with employers or other funding entities.
3. If we request a CERTS # from you and do not get it by course close, there will be a \$10 late fee to enter the CERTS data at a later date. If we request a CERTS # please get this information to us as soon as possible to avoid this extra fee.

Students who wish to have classes taken prior to January 1, 2018 added to their CERTS transcript must follow the instructions in paragraph #4 below. You cannot add classes yourself nor can the schools add the classes. There is no charge for this service performed by OBH.

4. Students must request that courses taken prior to January 1, 2018 be transferred to their transcript by using the “Request Missing Credit” button in their CERTS profile window. You must choose the class you want transferred, the name of the instructor, and the exact date the class ended. Each course must be requested separately. **OBH will take care of getting those transferred.**

Obtaining a CERTS ID number is easy. Simply go to the website <http://www.colorado-certs.com>, click the REGISTER button in the upper right corner, and follow the instructions from there. The cost is \$5 for each class you need to track. Fees cover the cost of developing and maintaining the database and providing DORA, OBH, students, and trainers access to the transcripts.

Once you have your CERTS ID, here is how to enter it into your Seven Cedars profile:

1. Login with your username and password [HERE](#).
2. Click on “Dashboard” in the left navigation bar.
3. Scroll to the bottom of the page where it says “You are logged in as _____” and click on your name. This will take you into your profile.
4. Click on “Edit Profile” in the upper left of your screen.
5. This takes you into your profile fields, scroll down to the bottom of the page and click on “CERTS Registration Information”.
6. Enter your CERTS ID. DO NOT enter your last four digits of your social *unless you purposely do not want CAC credit for your course. One example of this would be if you are taking the course for CEUs only.*
7. **You must have a CERTS ID# to get CAC credit for your courses and we need your CERTS ID# entered into your profile by the first day of class.** You only have to enter it once – it will remain there for as long as you have your profile.

As previously stated, certificates of completion are no longer issued. If you want a certificate of completion anyway, you can pay \$10 at the Duplicate Certificate link and we will make one and e-mail it to you.

Additional questions can be referred to the CERTS help desk by signing in and hitting the help button [HERE](#).