



# APS Virtual Learning Community

A place to connect, communicate, and collaborate

## UI: Certificates and Transcripts



### User Guide – Fall 2018

### Print Certificates and Transcripts

The Dashboard is where you will print course completion certificates, the master certificate (once you have completed all of the Core courses) or a transcript showing all of the courses you have completed (including Electives and Supervision courses, if you have taken them).

#### Print a course certificate

**Step 1:** Go to the Academy of Peer Services: <https://www.academyofpeerservices.org>. (<https://www.academyofpeerservices.org>)

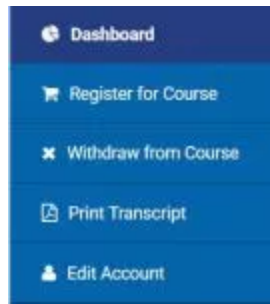
- If you are **not** already logged in, click **Log in** (upper right button) and follow the steps.

Log in

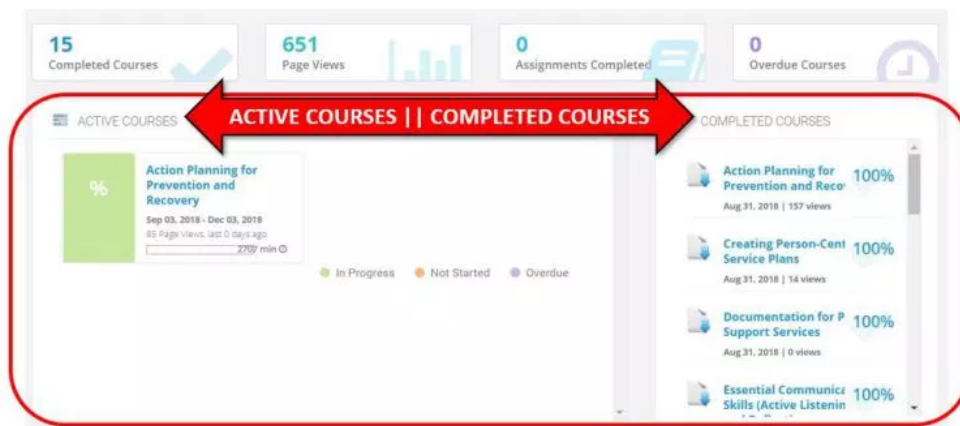
- If you **are** already logged in, click **Dashboard** (upper right button).

**Bb** Dashboard

Dashboard is highlighted in the Navigation bar (left side of screen).



**Step 2:** Locate the course you want to print a certificate for in the **Completed Courses** window (left side of screen).



**Step 3:** Click the title of the course. A PDF file is downloaded to your computer. This is the course completion certificate.

**Step 4:** Open the PDF file to verify your name, the course title, and number of hours for the course are correct.



\*Save the completed course certificates to submit to the [Certification Board](http://nypeerspecialist.org/).  
(<http://nypeerspecialist.org/>)

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## Print Master Certificate

The Learning Path is a list of all of the Core courses you are required to submit to the New York Peer Specialist Certification Board to apply for the Peer Specialist certification.

**Step 1:** Click **Dashboard** (if you are not already there).

If you have completed all of the required courses, a green “Completed” tag appears at the top of the Learning Path and a Download button becomes available at the bottom.

LEARNING PATHS

COMPLETED

**13 CORE Courses in APS Learning Path**

Trauma-Informed Peer Support	Comp. on 08/31/2018
The Rehabilitation Act and the Americans with Disabilities Act (ADA)	Comp. on 08/31/2018

Master Certificate [Download](#)

**Step 2:** Click **Download**. A PDF file is downloaded to your computer. This is the Master Certificate.

**Step 3:** Open the PDF file to verify your name, the number of courses completed are correct.



\*Save the Master Certificate to submit to the [Certification Board](http://nypeerspecialist.org/). (<http://nypeerspecialist.org/>)

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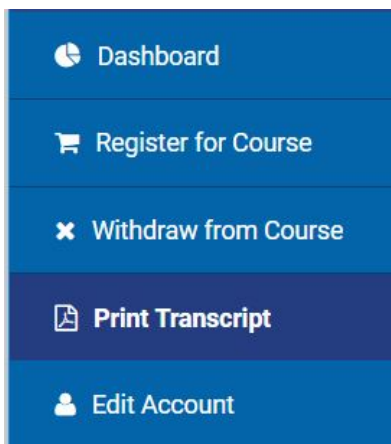
## Transcripts

Transcripts are a new feature. Once you have completed one or more of the courses, you can print or save a PDF file with a list of the courses you have completed, whether they are core courses, elective courses, or supervision courses.

When you are applying for a renewal or recertification, the transcript can help you to request credit for course work completed beyond the core courses.

**Step 1:** Click **Dashboard** (if you are not already there). The Navigation Bar will appear on the left side of the screen.

**Step 2:** Click **Print Transcript**.



A PDF file is downloaded to your computer. This is the transcript.

**Step 3:** Check the Transcript to be sure all of the completed courses appear as expected.

**LEARNER TRANSCRIPT**

Learner ID: 12455 Generated On: 02/23/18 8:52:18 AM

Course Title	Term	Grade	Credit
University Orientation (Ongoing)	09/12/18	100	4.00
Adult Learning for Research and Research (Ongoing)	09/12/18	100	4.00
Creating Peer-Reviewed Science Plans (Ongoing)	09/12/18	100	4.00
Documentation for Peer Review Services (Ongoing)	09/12/18	100	4.00
Statistical Communication Skills: Probe Learning and Reflected Research (Ongoing)	09/12/18	100	4.00
Methods and Research Report in Peer Review (Ongoing)	09/12/18	100	4.00
The Peer in Research (Ongoing)	09/12/18	100	4.00
The Scientific Method: How Peer Review Works (Ongoing)	09/12/18	100	4.00
The Importance of Research (Ongoing)	09/12/18	100	4.00
Peer-Reviewed Peer Review (Ongoing)	09/12/18	100	4.00
The Publication Process and the Importance of Statistics for OER (Ongoing)	09/12/18	100	4.00
Introduction to Peer Review (Ongoing)	09/12/18	100	4.00
Overview: The Central Role of the Peer Review Process (Ongoing)	09/12/18	100	4.00
Peer-Reviewed Science: A Study (Ongoing)	09/12/18	100	4.00
Peer-Reviewed Science (Ongoing)	09/12/18	100	4.00

\*Save the Transcript to submit to the Certification Board. (<http://nypeerspecialist.org/>)

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Need help? Send email to: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)  
 (<mailto:academyofpeerservicesnyomh@gmail.com>)

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