**Carl Vinson
Institute of Government**
UNIVERSITY OF GEORGIA

To check your certificate status:
Log in to the student portal here: https://outreachregistration.uga.edu/portal/logon.do?method=load
using the same credentials you entered when registering for a conference.

Click "My Certificates and Designations"

Click "GLGPA Advanced Certified Human Resource Manager" or "GLGPA Certified Human Resource Manager"

The next screen lists any previously completed courses and any remaining ones still to be completed.

To print your transcript:
Log in to the student portal here: https://outreachregistration.uga.edu/portal/logon.do?method=load

Click "My Enrollment History"

Click "Completed"

Click "Print Transcript"

When reviewing your transcript:
GLGPA course numbers beginning with 'MC' were **completed prior to November 30, 2020** which reflects CEUs on the far right. For each of these courses you will see an additional line item indicating 'Certificate CR' in the course title which links the course to the certificate requirements.

GLGPA four-digit course numbers were **completed since November 30, 2020**. For each of these courses you will see an additional line item indicating the conference attended which reflects total CEUs earned at the conference on the far right. The only exception to this are continuing education sessions which reflect CEUs on the far right of the same line.

Contact tiffanysmith@uga.edu or danl@uga.edu with any questions re: GLGPA certificate status.