

i-PoWeR User Guide

Iowa's Early Childhood and School Age Professional Workforce Registry

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IOWA
Health and Human Services

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Introduction

i-PoWeR is Iowa's centralized system for tracking credentials, accessing approved professional development, and supporting quality initiatives across the early childhood and school age care workforce.

i-PoWeR Primary Functions:

1. **Track Workforce Credentials**
    - Professionals create an account, complete a profile, and link their employer.
    - The system securely stores qualifications, required training, and ongoing professional development records.
    - Digital records replace facility paper files and allow HHS to verify that professionals meet all training and credential requirements.
2. **Support Programs and Accreditation Processes**
   i-PoWeR provides verified documentation used across multiple programs:
    - **IQ4K (Iowa Quality for Kids)**
      The i-PoWeR system connects directly with the IQ4K system. When a child care facility is interested in applying for IQ4K, information already entered in i-PoWeR transfers automatically into the IQ4K applications, helping determine eligibility for the IQ4K level.
    - **CDA Applications**
      Verified data appears on the Education and Professional Development Report (transcript), which can be submitted for applications or renewals without providing individual certificates with each application.
    - **NAEYC and NAFCC Accreditation**
    - Verified data appears on the Education and Professional Development Report (transcript), which can be submitted for applications or renewals without providing individual certificates with each application.
3. **Provide Access to Approved Trainings**
    - Child care professionals can find trainings offered by HHS approved professional development providing organizations.
    - Any training found on i-PoWeR is offered by a professional development providing organization that has been approved by HHS.
    - HHS does not manage these learning platforms, just the collection of completion records.

Creating an i-PoWeR Account

Before you can use i-PoWeR you must create an account. Please follow the step-by-step instructions below to make an i-PoWeR account.

i-PoWeR How-to Videos can be found here https://www.iowaccrr.org/child-care-providers/professional-development/i-power-course-catalog/ or click **here**.

Access the Login Page

- The i-PoWeR website can be found at: https://ccmis.dhs.state.ia.us/trainingregistry/
- Or click **here**



- Select **Login** at the top of the page
- Select **"Don't have an account (username/password)? click here**"
- Select **Create An Account** at the top navigation
  - Enter:
    - **Legal First Name**
    - **Legal Last Name**
- **Register**

Helpful Tip! The system is optimized to work on Google Chrome. If you have issues seeing i-PoWeR in Google Chrome, press Ctrl+F5 to reset.

Create Account ID

- **Create an Account Id:**
  - Default format: firstname.lastname@IOWAID
  - You can change the Account Id or leave as is
- **Enter Your Email Address**
  - Enter a valid email address
  - Re-enter the same email address to confirm
    - Using a person email address is recommended
    - Personal email addresses remain accessible even if you change employers
    - Your account information and password recovery instructions will be sent to this email address
  - Select **Save Account Details**
- **Verify Your Email**
  - Open your email inbox to locate the account activation email from i-PoWeR
  - Open the email and review the instructions
  - Select **Account Activation Process**
- **Set Up Identity Baseline Questions**
  - Complete all required fields
  - Verify each answer and confirmation answer match
  - Select **Save Identity Baseline**
- **Create Your Password**
  - Enter new password
  - Confirm new password
  - Select **Save New Password**

A confirmation message will indicate that your password has been successfully created.

You will be redirected to the **i-PoWeR Log In**.

Helpful Tip! There is a temporary break in the link between the account creation process and the i-PoWeR login system. (500 Internal Service Error) You will need to refresh your browser or open a new browser and return to i-PoWeR to sign in.

Complete Your Profile

- **Enter Your Name**
  - **First Name**
    - Enter your legal first name
    - If your legal first name contains a hyphen, include the hyphen
  - **Middle Name**
    - Middle name is optional
  - **Last Name**
    - Enter your legal last name
- **Enter Your Birth Date**
- **Select Gender**
  - If you prefer not to provide this information, select **Choose not to respond**
- **Select Race**
  - You may select one or more race categories
  - You may also select **Choose not to respond**
- **Select Ethnicity**
  - You may select your ethnicity
  - You may also select **Choose not to respond**
- **Enter Education Level**
  - Select the highest level of education you have completed and achieved to date
- **Select Primary Language**
  - Choose the language you are most fluent
  - Only one language may be selected
- **Enter Email Address**
  - **Personal Email Address**
    - Enter a personal email address that you regularly access
    - This email address will be used to:
      - Send training registration confirmations
      - Provide training-related communications
      - Deliver important account information
  - **Work Email Address**
    - Enter your work email address, if applicable
    - This field may be updated whenever necessary
- **Enter Phone Number**
  - Phone number is a required field
- **Adding Additional Phone Number**
  - Select **Add**
  - Enter the additional phone number
  - Repeat as needed
- **Enter Your Home Address**
  - Enter your residential address information, including:
    - Street Address
    - County
    - City
    - State

    - Zip Code
- **Save Your Profile**
    - Review your information for accuracy
    - Select **Submit**

A confirmation message will indicate that your profile has been successfully saved.

After successfully completing your profile, the system will redirect you to **Link to a Role and Business Information**.

Helpful Tip! If your left navigation is not displayed, there are three lines at the top blue navigation that you can select, and it will reappear.

Linking to a Role

Once you have an account you will need to ensure that you request or have the correct role within the system. This includes identifying what organization(s) you work for as well as the specific role(s) that you have. This is called “linking to a role”.

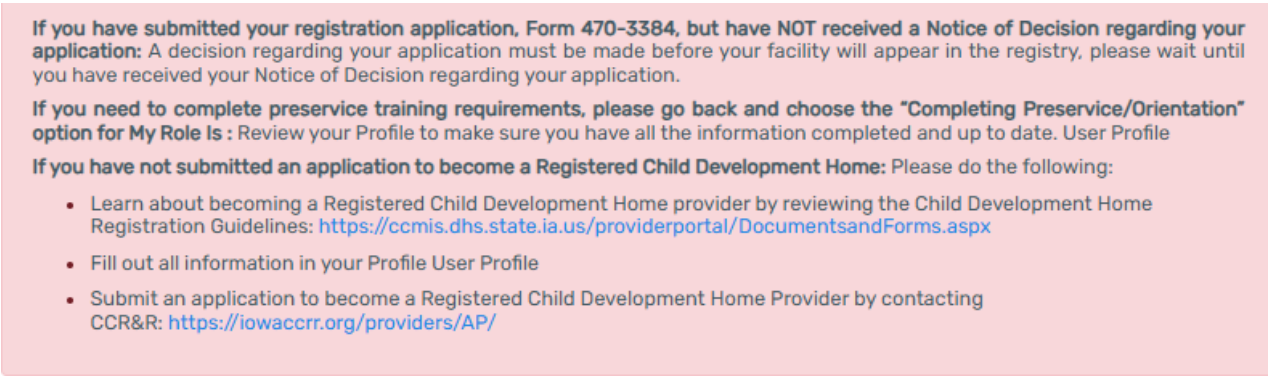
The system allows you to have multiple roles so you can link to as many roles as you have. Please see the instructions below for different types of roles and how to link to those roles.

Link Early Learning or School-age Care Program Roles

Linking to a Role as a Home-Based Provider

Home Providers who are redirected to **Link to Role and Business Information** will need to contact the HHS Child Care Registration. This indicates that the information submitted to i-PoWeR didn’t link to the information in the HHS Child Care Registration System.

- **Link to Role and Business Information**
  - Select **Early Learning or School Age Care Program and Role**
- **My Role is:**
  - Select the appropriate registration type
  - C2 – both provider and co-provider need to meet the requirement
- **Review System Message**
  - If additional verification is required, the system will display a message indicating more information is needed.
  - The message will include instructions explaining how to provide the necessary information.



- Select **Submit Additional Information**

Link to a Role as a Director or On-Site Supervisor

- **Link to Role and Business Information**
  - Select **Early Learning or School Age Care Program and Role**
- **My Role is:**
  - Select one of the following roles:
    - Director
    - On-Site Supervisor (Must choose**: 20 hours or more per week** or **less than 20 hours per week**)
- **I Work at:**
  - Enter the name of the center where you work
    - As you type, the center name will appear in the list. If no results appear, the center director may select **Cannot find business** and send an email with the building name, address, and phone number to request that the center be added to the i-PoWeR system.
  - Verify and select the correct center and address
  - Select **Submit**
- After selecting your role, the system will ask, "**Would you like to update your education, experience, credentials, and other information before sending the request?"**
- Select **Yes**
- Enter **Education Information**
  - Select **Add**
  - Select **Education Level**
  - Enter **Degree Name**
  - Enter **Institute of Higher Education** (College/University)
  - Enter or select **Degree Completion Date**
  - Select **Document Type**
  - Select **Choose File**
  - Upload supporting documentation of **Education**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.
  - Select **Save**
- If you have additional education, select **Add** and enter the **Education Information**.
- Once this section is completed, select **Next**.
- Enter **College Courses**
  - Select **Add**
  - Enter **Course Title**
  - Enter **Institute of Higher Education (College/University)**
  - Select **Credit Type**
  - Enter **Course Number**
  - Enter or select **Course Completion Date**
  - Enter **Number of Credits**
  - Select **Choose File**
  - Upload supporting documentation of **College Course**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.

- Select **Save**

- If you have additional college course, select **Add** and enter the **College Course**.
- Once this section is completed, select **Next**.
- Enter **Employment Information**
  - Select **Add**
  - Enter **Place of Employment (Business Name)**
  - Enter **Position Title**
  - Select **Role (Job Category)**
  - Enter or select **Position Start Date**
  - Enter or select **Position End Date**, if applicable
  - Select **Reason For Departure**, if applicable
  - Add all age group **Work Pertained To**
  - Select **Document Type**
  - Select **Choose File**
  - Upload supporting documentation of **Employment**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.
  - Select **Save**
- If you have additional employment, select **Add** and enter the **Employment Information**.
- Once this section is completed, select **Next**.
- Enter **Credential & License Information**
  - Select **Add**
  - Select **Credential or License**
  - Enter or select **Issuance Date**
  - Select **Choose File**
  - Upload supporting documentation of **Credential/License**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.
- Select **Submit Role Request**

Link to a Role as a Center Employee

- **Link to Role and Business Information**
  - Select **Early Learning or School Age Care Program and Role**
- **My Role is:**
  - Select your role
    - The Facility Manager or Administrative Assistant roles allows an individual to assist with managing staff and operations within the center without serving as the Center Director or On-Site Supervisor.
    - The Lead Teacher and Assistant Teacher role must select **20 hours or more per week** or **less than 20 hours per week**.
- **I Work at:**
  - Enter the name of the center where you work
    - As you type, the center name will appear in the list. If no results appear, the center director may select **Cannot find business** and send an email with the building name, address, and phone number to request that the center be added to the i-PoWeR system.
  - Verify and select the correct center and address
  - Select **Submit**
- After selecting your role, the system will ask, "**Would you like to update your education, experience, credentials, and other information before sending the request?"**
- Select **Yes**
- Refer to page 13 **Uploading Profile Qualifications** for instructions on adding education, college courses, employment, credential, and license.

Link to a Role as a DE Program

- **Link to Role and Business Information**
  - Select **Early Learning or School Age Care Program and Role**
- **My Role is:**
  - Select your role
    - The Facility Manager or Administrative Assistant roles allow an individual to assist with managing staff and operations within the center without serving as the Center Director or On-Site Supervisor.
    - The Lead Teacher and Assistant Teacher role must select **20 hours or more per week** or **less than 20 hours per week**.
- **I Work at:**
  - Enter the name of the center where you work
    - As you type, the center name will appear in the list. If no results appear, the center director may select **Cannot find business** and send an email with the building name, address, and phone number to request that the center be added to the i-PoWeR system.
  - Verify and select the correct center and address
  - Select **Submit**
- After selecting your role, the system will ask, "**Would you like to update your education, experience, credentials, and other information before sending the request?"**
- Select **Yes**
- Refer to page 13 **Uploading Profile Qualifications** for instructions on adding education, college courses, employment, credential, and license.

Uploading Profile Qualifications

This should be completed before submitting a role request to ensure all eligible qualification points are accurately calculated.

Employment Information

Employment Approved Documentation

- A letter from Previous Employer with the following information may be uploaded to the Employment Information screen and verified.
  - Employer Information:
    - Facility Name
    - Supervisor/Employer Name
    - Street Address
    - Email Address
    - Phone Number
  - Employee Information:
    - Full Name of Employee
    - Position Title/Role
    - Full or Part Time (more or less than 20 hours per week)
    - Position Start and End Dates
    - Reason For Departure
    - Age group Work Pertained To
- Resume (Directors and On-Site Supervisors ONLY)
  When previous employer(s) cannot be reached due to a business being closed, a resume with the needed information may be uploaded to the Employment information screen and verified.
  - Employer Information:
    - Supervisor/Employer Name
    - Street Address
    - Email Address
    - Phone Number
  - Employee Information:
    - Full Name of Employee
    - Position Title/Role
    - Full or Part Time (more or less than 20 hours per week)
    - Position Start and End Dates
    - Reason For Departure
    - Age group Work Pertained To
- Tax Records (Homes ONLY)
  If you were self-employed, tax records may be used to verify employment. **DO NOT** upload actual Tax Records. Work with the Registration Unit at HHS.

Step-by-step instructions

- Select your name on the left navigation
- Select **My Profile**
- Select **Employment**
  - Select **Add**
  - Enter **Place of Employment (Business Name)**
  - Enter **Position Title**
  - Select **Role (Job Category)**
  - Enter or select **Position Start Date**
  - Enter or select **Position End Date**, if applicable
  - Select **Reason For Departure**, if applicable
  - Add one or more age group **Work Pertained To**
  - Select **Document Type**
  - Select **Choose Files**
  - **Upload Document**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.
  - Select **Save**
- If you have additional employment, select **Add** and enter the **Employment Information**.

Education Information

Education Approved Documentation

- High School Diploma
  - High school must be recognized by the U.S. Department of Education or a state board of education.
- GED or HSED
  - Issuer must be recognized by the U.S. Department of Education or a state board of education.
- College Degree
  - Transcript from a Regionally Accredited College or University
    - Cannot use grade reports.
    - High School Diploma does not need to be uploaded if you have a diploma/degree beyond high school.
    - Does not have to be an official tanscript.
  - Diploma from Regionally Accredited College or University

Step-by-step instructions

- Select your name on the left navigation
- Select **My Profile**
- Select **Education**
  - Select **Add**
  - Select **Education Level**
  - Enter **Degree Name**
  - Enter **Institute of Higher Education**

- Enter or select **Degree Completion Date**
- Select **Document Type**
- Select **Choose File**
- **Upload Document**
- Review and certify that the information entered is correct and complete to the best of your knowledge.
- Select **Save**

- If you have additional education, select **Add** and enter the **Education Information**.

College Courses

College Courses Approved Documentation

- Transcript from a Regionally Accredited College or University
  - Must meet Child Development Associate (CDA) Subject Areas, or National Afterschool Association (NAA) Content Areas.
  - Cannot use grade reports.
  - High School Diploma does not need to be uploaded if you have a diploma/degree beyond high school.

Step-by-step instructions

- Select your name on the left navigation
- Select **My Profile**
- Select **College Courses**
  - Select **Add**
  - Enter **Course Title**
  - Enter **Institute of Higher Education**
  - Select **Credit Type**
  - Enter **Course Number**
  - Enter or select **Course Completion Date**
  - Enter **Number of Credits**
  - Select **Choose File**
  - **Upload Document**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.
  - Select **Save**
- If you have additional college courses, select **Add** and enter the **College Course**.

Credentials and Licenses

Credentials and Licenses Approved Documentation

- Official documentation of specific credential/license must include the following information:
  - Awarding Entity
  - Issuance Date
  - Duration or Expiration Date, if applicable

Step-by-step instructions

- Select your name on the left navigation
- Select **My Profile**
- Select **Credentials and Licenses**
  - Select **Add**
  - Select **Credential or License**
  - Enter or select **Issuance Date**
  - Select **Choose File**
  - **Upload Document**
  - Review and certify that the information entered is correct and complete to the best of your knowledge.
  - Select **Save**
- If you have additional credential or license, select **Add** and enter the **Credential & License Information**.

My Professional Development

Professional Development Approved Documentation

- Training certificates must be issued by an approved professional development providing organization found under Professional Development.

Step-by-step instructions

- Select your name on the left navigation
- Select **My Profile**
- Select **My Professional Development**
  - In this section, you will see all professional development trainings you have completed.
  - If a training has been approved, a green checkmark will appear.
  - Trainings completed directly through i-PoWeR will receive an automatic checkmark.
  - Do **not** upload certificates for trainings that already appear in this list.
- **Adding a Training Certificate**
  - Select **Training Type**:
  - Enter or select **Expiration Date**
  - Select the plus button under **Action**
  - Enter **Title**
  - Enter **Adult Educator/Instructor**
  - Select **Credit Type**
  - Enter **Amount of Credit**
    - i-PoWeR converts all credit types to clock hours for HHS purposes.
  - Enter or select **Completion Date**
  - Enter **Organization Name** that provided the training
  - Add **Description** of the training, optional

- **Add CDA Subject Areas**
  - If the certificate doesn't specify a subject area, choose the best match based on the training topic.
  - CPR, First Aid, and Mandatory Reporter trainings always falls under **Subject Area 1: Planning a safe, healthy, learning environment**.
  - Enter number of hours for the subject areas
    - The number of hours entered for the subject areas must equal the total training hours listed in **Amount of Credit**.
  - Select the plus button, this will change to a trash can icon
  - Select **Save**
- Add **Content Pertains To**
  - Select the age group the training pertains to
    - If you are working towards a CDA, only select the age group related to the CDA you are requesting.
    - Selecting all age groups will cause the CDA to reject the training.
  - Select **Save**
- Select **Choose File**
- Upload supporting documentation
- Review and certify that the information entered is correct and complete to the best of your knowledge.
- Select **Save**

Verification of Uploaded Information

Once the information has been verified, a green checkmark will appear.

Verification through HHS

Licensed Child Care Facilities

- When a Director or On-Site Supervisor role is requested, HHS will verify i-PoWeR content prior to the role being approved.
- Two months prior to a child care center's compliance visit, HHS will verify i-PoWeR content.

Registered Child Development Home Providers

- HHS Registration staff (HHS) verify all home provider's information upon application and renewal.

IQ4K Applicants (Centers and Homes)

- IQ4K Specialists (acting on behalf of HHS) at the regional CCR&R will verify i-PoWeR content during the application process.

CDA Applicants (Centers and Homes)

- Contact IQ4K Specialists to verify content immediately prior to applying.

How to Enroll in Training

Enrolling While Waiting for a Role

When you want to use the system, but you don't have a role or business, select **Completing Preservice/Orientation or Other** as your role so you can search and enroll for trainings.

- **Search and Enroll Trainings**
  - Select **Search** on the left navigation
  - Select **Search Trainings**
    - **Search by Training Title**
      - Enter **Training Title**
    - **Search by Dates**
      - Select **Start Date**
      - Select **End Date** (this will be the same as the start date for a class)
    - **Search Conferences**
      - Select **View Upcoming Conferences** in the Green Bar
      - Enter **Conference Title**
    - **Searching for Self-Guided Online Training without Date/Time**
      - Select **Filters**
      - Select **Delivery Method**
      - Select **Online without Date/Time**
      - Select **Apply Filters**
- Select the title to view details
- Select **Enroll**
- An email will be sent to your personal email that is listed in your profile informing you whether you are approved, denied, or on the waiting list.

Helpful Tips! Adding too many filters may not return results. Try to keep it to one or two filters. The graduation cap icon is a course. The stack of paper icon is a series of courses. (more than one course.) Select the title of the series to view all class details within the series.

Managing My Enrollment

- Select **My Enrollments**
- Select **Classes**, **Series**, or **Events and Conference** to view your enrollments.
  - There will be a status with a blue ribbon to view approved, requested or waitlist.
  - To change the status, select the title, and you can cancel enrollment by selecting the red button.

Finding and Printing Your Professional Development Record

- Select your name on the top left navigation
- Select **My Profile**
- Select **My Professional Development**
  - In the **Education and Professional Development** section, enter the dates of the period you would like to see (default is one year of record)
  - Select **Education and Professional Development Report** (transcript)
    - Only verified information will appear in this report (green checkmark)
  - Once you select a report, a PDF will open.
  - Select save or print

Center Management

Before you begin, your licensing consultant must approve your role request as a Director or On-Site Supervisor. After that, the Director can approve a Facility Manager, Office Manager, or Administrative Assistant.

- **Approving Role Requests**
  - Select the green dot at the top blue navigation
  - Select the Organization and Role
  - You will be redirected to **Facility Employee Role Requests**
  - Select the employee's name to open their **My Roles**
  - Locate the role request and select the **blue toggle**
  - Select **Approve** or **Deny**
  - When approving the role, enter in the necessary fields:
    - Enter or select the **Position Start Date**
    - Select age group **Work Pertains To**
    - Optional fields about the employee's role may be completed, but not required
    - Select **Approve Role**
  - Notify your employee and instruct the employee to:
    - Log into their i-PoWeR account
    - Select the center name next to the green dot at the top blue navigation
    - Select their business and role
- **Adding and Removing Employees**
  - **Find the Employee:**
    - Select **Search** on the left navigation
    - Select **Search Profiles**
    - List of employees linked to the center you manage will appear.
    - If the employee is not listed, type part of their first and last name in the search box.
    - Check the box next to **Search Global** to search outside your current list.
    - Select **Apply Filters**
    - Select the employee
    - Select **My Roles**
      - To add an employee, select **Add**
        - The center will appear in **Employment Information**
        - Enter **Position Title**
        - Select **Role**
        - Select or enter **Position Start Date**
        - Select age group **Work Pertained To**
        - Optional fields may be filled in, but not required
        - Select **Approve Role**
        - Notify the employee and instruct the employee to:
          - Log into their i-PoWeR account
          - Select the center name next to the green dot at the top blue navigation

        - Select their business and role
    - To remove an employee, select the **blue toggle**
        - Select **Inactive**
        - The center will appear in **Employment Information**
        - Enter **Position End Date**
        - Select **Reason for Departure**
        - Select age group **Work Pertained To**
        - Select **Inactive Role**

- **Batch Enrollment**
    - Select **Search Trainings** at the top blue navigation
    - Search and locate the training you want to batch enroll employees into
    - Select **Enroll**
    - Two options will appear:
        - **Enroll in Class** (for enrolling yourself or a single employee)
        - **Batch Enroll**
    - Select **Batch Enroll**
    - You will be redirected to **Add Participants**
    - Enter **Facility Name**
    - Select the correct facility from the list
    - Select **Apply Filters**
    - A list of employees linked to the center you manage will appear
    - Check the box next to each employee you want to enroll in.
    - Select **Apply Filters**
    - If enrolling an individual, select the checkbox next to their name
    - Check the box confirming you are responsible for payments for these enrollments.
    - Select **Enroll**
    - To view **Batch Enrollment**, select **Manage** on the left navigation
        - Select **Batch Enrollment**
        - A list of all batch enrollments will display
        - Select a training title to view the list of enrolled employees
- **Viewing Your Facility Reports**
    - Select **Search** on the left navigation
    - Select **Search Facilities**
    - Enter **Facility Name**
    - Select **Search**
    - Locate your facility and select **Report**
    - Enter the date range you want to view
    - Choose one of the two options:
        - Select **Search** to view individual employees or
        - Select **View PDF Report** to open the full facility report (this is the same report used by licensing consultants)

Accessing Multiple Roles and Multiple Programs

One username and password can contain multiple roles across multiple facilities.

If you are linked to more than one facility, all facilities will appear when you click the green dot at the top blue navigation.

- **Accessing Your Linked Roles**
  - Select the green dot at the top blue navigation
    - You may link to multiple roles within the same facility and roles in different facilities.
- **Switching Roles and Facilities**
  - Select the green dot at the top blue navigation
  - Select the facility you want to work in
  - Select your role you want to work as

Important:
If you have multiple roles (for example, Teacher and Director), you will only see the permissions and tools for the role you select.

Director features will not appear unless you switch to the Director role.

Helpful tip! Always confirm the facility name and role located next to the green dot at the tope blue navigation before completing tasks.

Managing Facility Details

Roles that can access facility details:
Center Director, On-Site Supervisor, Facility Manager, Administrative Assistant, and Office Manager

- **Search Facilities**
  - Select **Search** on the left navigation
  - Select **Search Facilities**
    - This displays all active facilities in the state.
- **View Facilities**
  - Type your facility name in the search field
  - Select **Search**
  - Locate your facility in the results, select **View Facility**
- **Edit Facility**
  - Scroll to the bottom of **Facility Detail**, select **Edit Facility**
    - You **cannot** edit Capacity, Business Name, Business Type, or IQ4K Level.
    - **Program Type** is required for IQ4K participation
    - Provide as much information as you can prior to applying for IQ4K
  - Review all information for accuracy
  - Select **Save**

Adding Facility Classrooms and Accreditations

- **Finding a Facility**
  - Select **Search** on the left navigation
  - Select **Search Facilities**
  - Type the facility name in the search field
  - Select **Search**
  - Locate the facility in the results, select **View Facility**
  - Scroll to the bottom of **Facility Detail**, select **Edit Facility**
- **Adding a Classroom**
  - Scroll to **Age Group Served** and select the age group for which you want to add a classroom
  - Click the graduation hat icon to add a classroom
  - Enter classroom information
    - Adding a Lead Teacher and Teaching Staff is optional
  - Select **Save**
  - If you have additional classrooms for the same age group, select the graduation hate icon and repeat the process.
- **Editing a Classroom**
  - Select the graduation hat icon for the classroom you want to edit
  - Make any needed changes, such as:
    - Updating the Lead Teacher
    - Changing the number of teachers
    - Removing teachers
  - To remove a classroom:
    - Select the trash can icon
    - Confirm the removal
  - Select **Save** after making changes
- **Adding Accreditation**
  - Scroll to **Facility Accreditations**
  - Select **Update Accreditations**
  - Select **Choose File**
  - Upload accreditation document
  - Enter the accreditation **start date** and **end date**
  - Select **Add**
    - A green **Success Message** will appear on the right
  - Close the window
  - The uploaded accreditation will now appear in the list
    - Once it has been reviewed and verified, a green checkmark will appear.
  - Select **Save**