

## CMCA Education Transcript Guidelines

In 2008 the Education Committee received authorization from the Board of Directors to develop an online education transcript program to provide accessible information regarding CMCA education classes offered at On-the-Road workshops or at Fall Conference. Certification points received by attending any of the workshops and classes offered at the conference can be viewed through the transcript on the CMCA website. All classes have been pre-certified by IIMC under three categories: 1) Attendance (also considered social for purposes of certification); 2) CMC points or, 3) MMC points (can also be applied for CMC recertification points).

At any time a member wishes to view their transcript or request a certificate the following process applies:

- 1) Go to the CMCA Website at [www.cmca.gen.us/](http://www.cmca.gen.us/)
- 2) Scroll to the bottom of the page and click on Login
- 3) Your UserID is your first name and your password is your last name
- 4) Click Logon and you should be back at the home page
- 5) Click on the Member List in the yellow banner at the top of the page
- 6) Then click on your name
- 7) The screen should say Contact Information for: (your name) and under your name should be two options. First is [Edit Member Profile] and the second is [View Transcript]
- 8) Click on view transcript and you will see several columns: Class, Date, Type ATT (attendance), CMC, MMC and Awarded.
- 9) When you scroll to the bottom of the page you will see total points for the three categories.
- 10) The last column indicates the date any certificate is issued.
- 11) To receive a certificate with the certified transcript attached the member needs to e-mail Alisa Lewis at [Lewisa@bouldercolorado.gov](mailto:Lewisa@bouldercolorado.gov).
- 12) Upon receipt of the e-mail Alisa will issue and email the certificate and transcript.

If you have any questions please feel free to contact Alisa Lewis at 303-441-3013