This guide will show you how to retake required certifications that are expiring soon.

1) You will be notified by sccLearn multiple times via email prior to your certification expiring.

2) Click the hyperlink in the reminder email to learn more about the activity and register to complete the training to complete your required certification.

3) Click REGISTER AGAIN to begin the registration process for the activity.

4) Follow the prompts to select the available training activities that will satisfy the training requirements. Click ADD beside the selected activity.

Note: Some certifications require completion of multiple required activities, others indicate the number of activities that are required. In the sample image, you can choose between web based training or an instructor led training.

5) Click REGISTER to confirm your selection and receive a registration completion message.

Note: If you selected Web Based Training, you will have the option to start the training immediately. To start it at a later time, look for the training on your Timeline or Training Schedule.