Accessing Your EHRS Training Record & Certificate

Purpose Statement

This guide explains how to access EHRS training records and retrieve certificates when documentation is required for onboarding, audits, compliance verification, or role-specific requirements.

It supports individual and departmental training record-keeping and compliance. This guide does not supersede the responsibility of employees, students, supervisors, or Principal Investigators/Directors (or their equivalents) to adhere to all applicable health and safety protocols, procedures, and task-specific requirements.

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EHRS Training Team
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How to Access Your EHRS Training Record

- **Step 1:** Log into the EHRS Training portal and click the appropriate entity using your credentials.

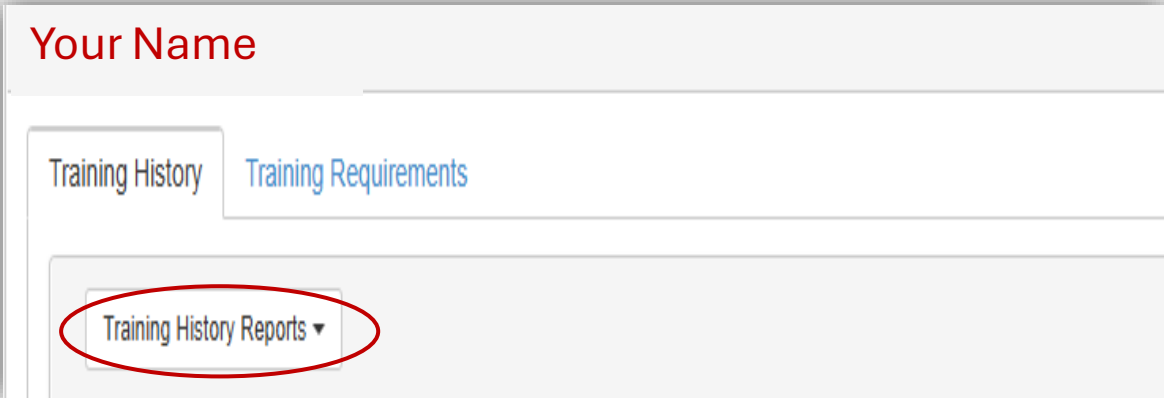- **Step 2:** Navigate to **Training Records** (on the top, left-side)
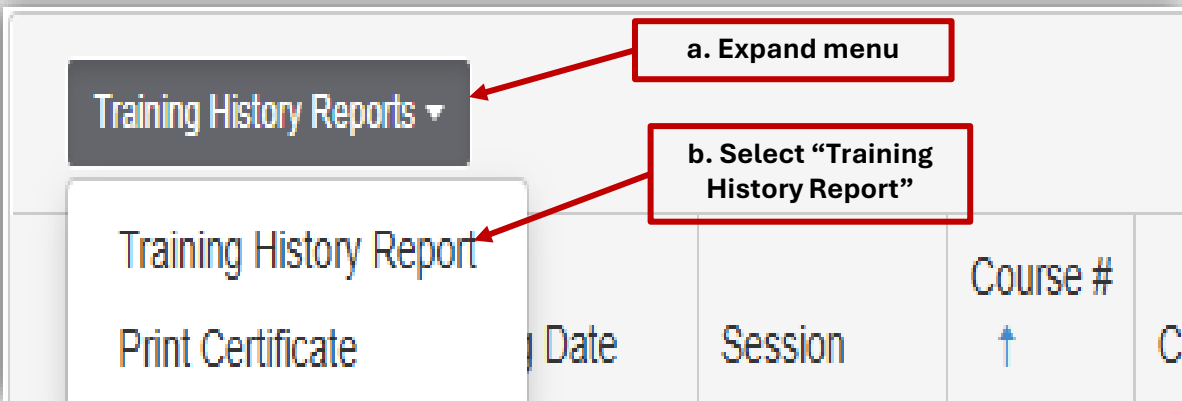
Viewing Your Training History

On this page, you can:
- Confirm training completion
- Check dates for onboarding or audits
- Verify compliance for clinical rotations or lab access
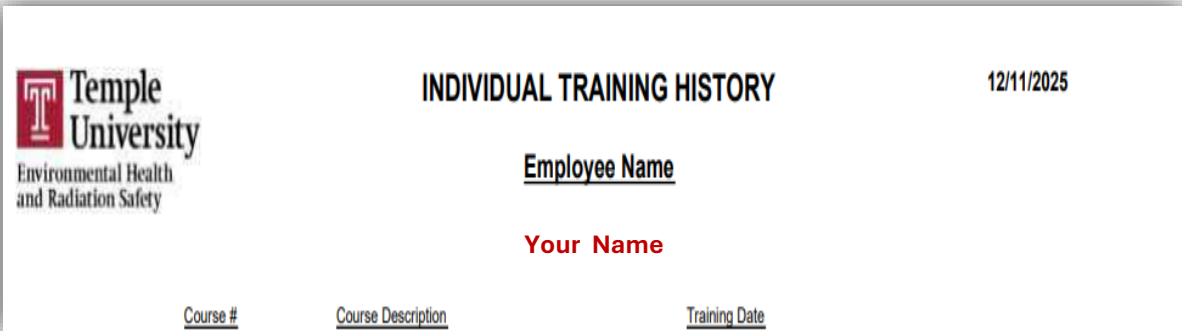
Step 1: Locate **Training History Reports**

Step 2: Click **Training History Reports** to expand the dropdown menu; then click **Training History Report**.

Step 3: Download your training history as a PDF format.

💡 **Use this page for onboarding, PI requests, internal audits, completing IBC/IRB/IACUC applications, or role-specific requirements.**

Downloading Your Training Certificate

Step 1: Find the appropriate training and date

	Training Date	Session	Course #↑	Course Name	Certificate #	Frequency	C
Print Certificate	01-08-2001		ABP	Airborne Pathogens Training		One-Time	N
Print Certificate	12-25-2020	1	ABP	Airborne Pathogens Training		One-Time	N
Print Certificate	01-08-2001		BBP	Annual Bloodborne Pathogens Training		12 Months	B

Step 2: Click "Print Certificate"

Print Certificate

Step 3: Download your training certificate.

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Certificate of Completion

This award is to certify that

Your Name

has successfully completed the

Course Name

"Expiration" date will appear e for courses with renewal requirements

EHRS

Issued: _____

Expiration: _____

💡 **Certificates may be required for clinical rotations, inspections, grant-funded positions, or external compliance verification**

Need Help Accessing Your Certificate?

If you are unable to access your certificate, contact the EHRS Training Team at….

215-707-2520

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