

MI Registry

1. Log into <https://miregistry.org>



SOURCES  **ABOUT US**  **NEWS AND EVENTS**

2. Scroll to the bottom and click on “View Reports”

Reporting

See your data in a printable format.

 **View Reports**

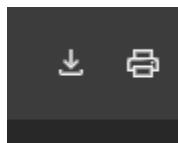
3. Select “Training Certificate View Report” in the bottom right of the list under “Individual Professional Profile”



[Training Certificate View Report](#)

This report pulls verified, MiRegistry approved training from your Learning Record and displays the training in a certificate view. This report is for your personal use only and does not need to be sent to MiRegistry.

4. Either Print or download the document in the top right to share



MI Virtual

1. Log in to <https://michiganvirtual.org/>



2. Access through the professional learning portal

A screenshot of the Professional Learning Portal homepage. The title 'Professional Learning Portal' is displayed in a large, bold, dark teal font. Below the title, a description reads: 'Through the Professional Learning Portal professionals can access high-quality courses and resources, meet professional development requirements, and find opportunities to earn State Continuing Education Clock Hours (SCECHs).'. At the bottom left is an orange button with the text 'PLP Login' and a user icon.

3. Go to completed courses on the right, click on them, and then click "Download Certificate"

A screenshot of a completed course card. The course title is 'Transportation Training for Licensed Child Care Provide'. To the left of the title is a download icon and the text 'Download Certificate'. Below the title, the completion status is shown as '100%' with a checkmark icon. At the bottom left of the card, the date 'Oct 07, 2024' and '0 views' are listed.