



**Center for Innovation and
Economic Development**

District 3 Training Coordinating Agency

Early Childhood Education Program

How To Print A Certificate

In order to print certificates, you will need Adobe Acrobat. This program is available at no cost at:
<http://get.adobe.com/reader/>

1. Using Internet Explorer, go to <http://www.myflorida.com/childcare/training>.
2. Select: view my transcript.
3. Type in your social security number and name. Press search.
4. The next screen shows all certificates that have been earned.
5. At the bottom of the page, you can press the BLUE BAR to print the entire transcript.
6. To print just the certificate, click on the PRINT button, which shows the certificate. Select PRINT again.

If you have an questions regarding your childcare transcript or printing certificates, please feel free to call
Childcare Training Information Center at 1-888-352-2842.