



Credit for Previous In-Person Training in Learning Paths

Learners who completed HSEM and/or HSEM hosted FEMA emergency management in-person training courses **before April 1, 2016** can get the courses credited to current learning paths.

To get credit for HSEM training completed **before April 1, 2016**:

1. After you have enrolled in a learning path, choose the “*My Learning Paths*” tab.
2. Choose “*Open*” to view the learning path.
3. Choose the *Classroom Courses Offered by HSEM and FEMA* tab.
4. Determine which courses you have already taken and will be uploading certificates for.
5. Select the *Option* button for the course you will be uploading a certificate into.
6. Select the option for *Previous Certificate of Completion*. Choose *Enroll*.
7. Repeat the process for any additional courses you would like to upload previous certificates for.
8. Go back into each of the courses and upload certificates.
9. The certificates will be stored/viewable in your account and the completed class will show in your training transcript.

To retrieve HSEM course certificates that are viewable in the TRT, please follow the instructions provided in the [Training and Registration Tracking \(TRT\) Records & Certificates](#) link.

If you are unable to locate a certificate of completion for a course, please email [LMS Technical Support](#) for assistance.

FOR FURTHER ASSISTANCE WITH THE LMS:

Please call (651) 201-7441 or contact [LMS Technical Support](#)