



Hillsborough Community College

www.hccfl.edu
877.736.2575

Procedure for Viewing Continuing Education Units (CEUs) Earned through Hillsborough Community College (HCC) and Requesting an Official Transcript

Individuals satisfactorily completing a program that awards CEUs at Hillsborough Community College have a complete, computerized record of each professional development activity.

1. Log in to your HCC student account
 - a. Go to HCC website (www.hccfl.edu) – Open HawkNet (www.hccfl.edu/hawknet) – WebAdvisor – Log In

Net ID Username – first initial & last name (Ex. *mfuente*)

Password – Capitalized first initial of your first name, lower case first initial of your last name and your HCC student ID number. (Ex. Marni Fuente – Mf1234567)

***If you do not have your Net ID, select “Find my Net ID?” and complete the requested information. If you do not remember your password, click “Reset Password” and follow the prompts.**

2. Go to Students – Academic Profile – Unofficial Transcript – CE Continuing Education – Submit. Here you will see all of your CEUs.
3. For an official transcript, go to Students – Academic Profile – Transcript Request. Create an account and follow the screen prompts. A nominal service charge applies for official transcripts.
 - a. Individuals can also request transcripts by calling the **Office of the Registrar at Hillsborough Community College at (813) 253-7000.**
 - b. The transcript can count towards credential renewal (when you need to submit to DCF) and the required annual hours for Child Care Licensing.

Note: If your name has changed since your last period of enrollment, please include your present and former names on your request.

Note: The College will not provide transcripts if you have an outstanding financial obligation to HCC.

See the **Guide to Uploading CEUs on the Florida Pathway – Department of Children and Families** if you want your CEUs reflected on your DCF transcript.

Guide to Uploading CEUs on the Florida Pathway – Department of Children and Families

1. Go to <https://www.myflfamilies.com/service-programs/child-care/> and select “Training and Registry Login”
2. Log into the Child Care Training Information Menu
3. From your Personal Menu, select “My Florida Pathway,” then select the “CEU Training” tab

4. Begin entering the text boxes. Information already entered by previous students and approved by the DCF Credential Unit will appear in the drop-down listing
 - a. If the information has not been previously added and approved it will not appear in the drop-down listing. When this happens, manually type in the information
5. When uploading certificates, click the “Choose” button and upload a PDF, JPG or PNG document, then click “Submit”
6. The DCF Credential Unit will review the uploaded certificates within 2 weeks. To review the status, look in the left column. If denied, click the “Review” button. The Credential Unit will include a note to assist the user with choosing the correct certificate.

Status	Course	Provider	CEU	Certificate Date	Submitted Date	Reviewed Date	
APPROVED	Activity-Based Support for Children with Different Developmental and Functional Needs		0.2	05/28/2019	05/30/2019	06/04/2019	Review
APPROVED	Healthy Eaters: Infant and Toddler Nutrition in Child Care Settings		0.2	05/28/2019	05/30/2019	06/04/2019	Review
APPROVED	Child Maltreatment: A Guide for Child Care Professionals		0.2	05/28/2019	05/30/2019	06/04/2019	Review
APPROVED	Age-Appropriate Nutrition, Feeding, and Support for Breastfeeding		0.2	05/28/2019	05/30/2019	06/04/2019	Review
APPROVED	Emergency Preparedness for Children with Special Needs		0.2	05/24/2019	05/30/2019	06/04/2019	Review
APPROVED	Safe Sleep: Reducing the Risk of Sleep Related Infant Death in Child Care		0.2	05/24/2019	05/30/2019	06/04/2019	Review
APPROVED	Strategies for Caring for Children with Challenging Behaviors		0.2	05/28/2019	05/30/2019	06/04/2019	Review
APPROVED	Routines and Environments that Support Social Emotional Development in Infants and Toddlers		0.2	05/24/2019	05/30/2019	06/04/2019	Review
APPROVED	Controlling Asthma		0.1	05/10/2019	05/10/2019	05/22/2019	Review
APPROVED	Child Growth and Development from Infancy to School-Age		0.2	05/10/2019	05/10/2019	05/22/2019	Review

For additional questions or technical assistance with this process, please call the **Child Care Training Information Center (CCTIC)** at **1-888-352-2842**.