

CDFS Renewals

1. Create your certificate journals in High Plains

- Log into High Plain
- Select the **Human Resources** icon in the High Plains toolbar.

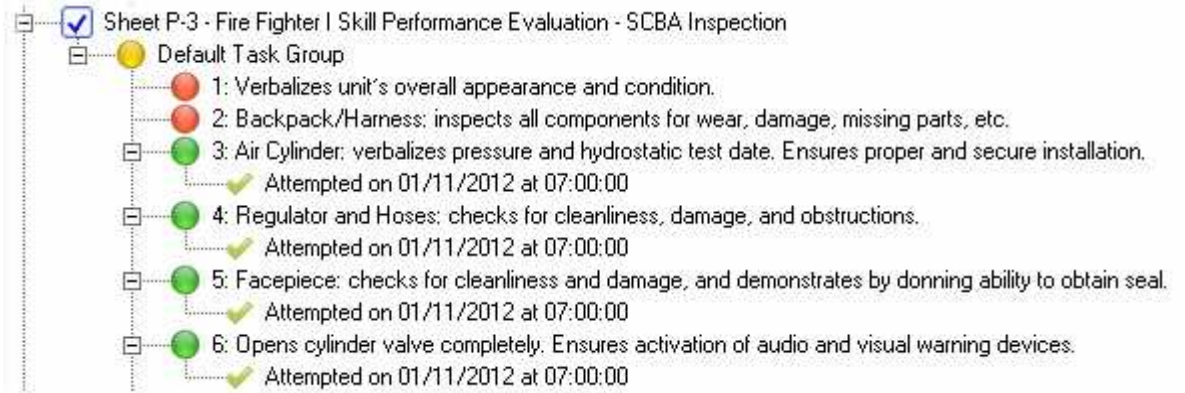


- Select the **Certificate Management** menu on the left -hand side of the application window.
- Click on the **Certificate Journals** icon.
- Make sure YOUR NAME is displayed in the employee name box.
- In the Certificate Journal form that opens, select the **New Journal** button at the bottom of the form.
- In the New Certificate Journal form, complete all applicable fields:
 - Certificate Name: Select the certificate from the available options. The available options are based on the certificates that the employee currently holds.
 - Certification Requirement: Select the certification requirement from the available options. YOU NEED TO CREATE JOURNALS ON LEGACY REQUIREMENTS AND CDFS REQUIREMENTS FOR EACH CERTIFICATE YOU HOLD THAT UTILIZES JPR'S. JPR's entered prior to 1/1/2012 will show on the legacy journal and those entered since 1/1/2012 will show in the CDFS Journal.
 - Begin Date: If an existing employee certificate record is detected for the certificate you selected above in the Certificate Requirement field, a default Begin Date auto-populates based on the employee certificate record. The default date may be modified if needed. This should be exactly three years from your expiration date.
 - End Date: A default End Date auto-populates based on the Certificate Requirement you have selected above. The default date may be modified if needed. This should be exactly your renewal date.
 - Create Journal: After you have completed the form, press this button to generate the certificate journal.



- Click [here](#) to view a brief video demonstration of creating a certificate journal.

- **Certificate Proficiencies/JPR's** tab: This tab contains information that depicts the employee's progress in meeting the certificate proficiency requirements for this certification.



- Task groups, tasks, and sub-tasks are designated by round symbols. The meanings of the colors are provided below:
 - A red symbol designates that the item has not yet been attempted, and is required for the employee to achieve certification / recertification.
 - A yellow symbol designates that the item has been attempted, but the number of required successful attempts have not yet been achieved.
 - A green symbol designates that the item has been successfully completed. The completion date that is displayed in the tree indicates the date that the final task for this proficiency was completed.
- Successful attempts to complete a task or sub-task are designated by green checkmark symbols.
- If you would like to suppress the details in the tree view, select the 'Hide Details' checkbox provided below.
- To generate a report that summarizes the certificate proficiency requirements included in this journal, click on the **Print** button at the bottom of the form.

2. To complete any outstanding JPR's marked with a 'red symbol' in your journals, conduct the training and submit a training roster to HCTC.
3. Bubble sheets are no longer needed for renewals. Please use this [link](#) to submit the certificate journal (as obtained above).
 - SFA will review and process your renewal once the journal is received approved. Once verified with CDFPC, an electronic certificate will be generated and emailed to you and to SFA.

