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**To check your certificate status:**

Log in to the student portal here: <https://outreachregistration.uga.edu/portal/logon.do?method=load> using the same credentials you entered when registering for a conference.

Click “My Certificates and Designations”

Click “GACE Level I” or “GACE Level II” or GACE Level III

The next screen lists any completed courses previously completed and any remaining ones still to be completed.

**To print your transcript:**

Log in to the student portal here: <https://outreachregistration.uga.edu/portal/logon.do?method=load>

Click “My Enrollment History”

Click “Completed”

Click “Print Transcript”

**When reviewing your transcript:**

GACE course numbers beginning with ‘MC’ were **completed prior to November 30, 2020** which reflects CEUs on the far right. For each of these courses you will see an additional line item indicating ‘Certificate CR’ in the course title which links the course to the certificate requirements.

GACE four-digit course numbers were **completed since November 30, 2020**. For each of these courses you will see an additional line item indicating the conference attended which reflects total CEUs earned at the conference on the far right. The only exception to this are continuing education sessions which reflect CEUs on the far right of the same line.

**CAUTION:::: IF you have multiple records in our database (which many of you have), then you will only be able to access your records for the record that is associated with your LOG IN information (email address and password). PLEASE DO NOT CREATE ANOTHER ACCOUNT, if you have attended training at the CVIOG before then you already have a record with us. IF you have changed employers, just send us an email stating that you have changed and provide us with the new contact information including email and telephone numbers and we can update.**

Contact [lordj@uga.edu](mailto:lordj@uga.edu) with any questions re: GACE certificate status.