Process to Run a Recertification Report

A recertification report tracks courses that are on a cycle (i.e., annual, every 2 years, etc.). Examples:

- BLS Certification
- TB Compliance
- Preventing and Addressing Discrimination, Harassment, Retaliation
- Respiratory Fit Testing
Step 1 - Accessing the Report

The same report can be run from NetManager+ (the “My Team” tab) or from the Learning Administrator.

In NetManager+, scroll down on the “My Team” tab to the +Reports widget and then scroll to the bottom of the list of reports:
Accessing the Report (continued)

In the Learning Administrator, click on the “Reports” hex.

The Recertification report is on the first tab (“Learner”):

- **Transcript**: View education records for selected learners. Display credit values as well as CBI and class grades.
- **Curriculum Assessment**: Track learner enrollment and completion courses within curriculum. Display curricula, courses, enrollments and completions in table format.
- **Enrollments & Completions**: Track learner enrollment and completion courses within curriculum. Display curricula, courses, enrollments and completions in list format.
- **Assigned Groups**: Display the assigned organizations, departments, job titles, and people groups for selected learners.
- **Certificate Analysis**: Track license expiration, display licenses, certificates, license basis, and evaluation dates for selected learners.
- **Recertification**: Track the expiration of cycle-based courses and certifications. Display the course and date last completed for selected learners.
- **Letters**: Create and print correspondence for courses and classes.
### Step 2 - Selecting Date Range and Course

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Specify a date range in which the courses for which you are searching will need to be recertified, or leave it set to “All Dates”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Find the course by using the “Locate” search feature.</td>
</tr>
<tr>
<td>Find</td>
<td>Click “Find” to refresh the list of courses available based on your search criteria.</td>
</tr>
<tr>
<td>Choose Course to Report On</td>
<td>Select the course you want to report on from the drop-down list. (NOTE: The “AHA BLS Healthcare Provider” course is the actual certification date for BLS.)</td>
</tr>
</tbody>
</table>
Step 3 - Selecting Staff to Include on the Report

Click the “Available Learners” bar to open the selection area.

Select the employees to include on the report either individually (putting a check in the box next to their name) or select everyone by checking the box next to the word “Learner” at the top. Use the “Locate” search feature to find individuals. Then click “Add to List.”
Only employees listed in the “The report will be run for the following learners:” section will be included on the report.
Step 4 - Selecting Report Format

Reports can be generated in multiple formats (including Excel) – click on “PDF (*.pdf)” to display the list of options, select the type of format you’d like and then click “Run Report”.

Selected Learners

The report will be run for the following learners:

- CALLAHAN, MARY
- FORREST, JOHN
- GOLDMAN, JULIET

Format: PDF (*.pdf)

Organization, Department

- Therapy Services, Demo
- 4 CENTRAL, Demo
## Sample Recertification Report

### Recertification

#### General Hospital

**ACLS (24-month cycle)**

<table>
<thead>
<tr>
<th>Learner</th>
<th>EmployeeID</th>
<th>Badge Number</th>
<th>Job Titles</th>
<th>Date Last Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAILES, Lola</td>
<td>101938E</td>
<td></td>
<td>DIR CST &amp; REIM</td>
<td>3/1/2009</td>
</tr>
</tbody>
</table>

Subtotal General Hospital, COST/REIMBURSEMENT: 1 Participant

<table>
<thead>
<tr>
<th>Learner</th>
<th>EmployeeID</th>
<th>Badge Number</th>
<th>Job Titles</th>
<th>Date Last Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACON, Anna</td>
<td>100036E</td>
<td></td>
<td>UNIT CLERK</td>
<td>3/1/2009</td>
</tr>
<tr>
<td>BACON, WAN</td>
<td>105438E</td>
<td></td>
<td>STAFF NURSE SR</td>
<td>3/1/2009</td>
</tr>
</tbody>
</table>

Subtotal General Hospital, CRITICAL CARE: 2 Participants

<table>
<thead>
<tr>
<th>Learner</th>
<th>EmployeeID</th>
<th>Badge Number</th>
<th>Job Titles</th>
<th>Date Last Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>WADLEY, FELICIA</td>
<td>105675E</td>
<td></td>
<td>STAFF NURSE SR</td>
<td>3/16/2009</td>
</tr>
</tbody>
</table>

Subtotal General Hospital, EMERGENCY CARE: 1 Participant