

Receiving Credit Hours/ Transcripts

Where do I get a certificate for the professional development I just attended? You obtain your certificates online in the form of a transcript. We no longer provide printed certificates at workshops. You can obtain your up-to-date transcripts approximately two weeks after your latest workshop. Directions on how to obtain your transcript are provided below.

How do I get my transcript? The Delaware Institute no longer hands out paper certificates after trainings. Participants are now to log in to our website to download their transcript to show proof of class completion. [Here](#) are the steps on our new website to download your transcript.

I attended a professional development workshop. Why was my name not on the attendance list? Sometimes, participants are added to the attendance list after the instructor has already received the list. Please write your name on the bottom of the attendance sheet and provide up-to-date contact information so that we may contact you if there is a problem with your registration.

I attended a professional development but it doesn't appear on my transcript.

Why? Your transcript is updated as soon as the DIEEC receives the attendance sheet. This shouldn't take more than 2 weeks. If it has been 2 weeks and the workshop is still not on your transcript, please call the main office at 302-831-3239.

I attended a professional development through another organization and they said it was quality-assured but it doesn't appear on my transcript. A good way to be sure if something is quality assured is by only registering for training through the registry. If you have a question as to whether something is quality assured, please contact the PD Department.

What if I miss a workshop? Do I get credit? How does that work? If you miss a workshop you will not receive credit hours or a refund. You only receive credit hours for the workshops that you have attended. For example, if a workshop is 12 hours of training, and you missed one of the 3 hour sessions trainings, you will receive 9 the credit hours that you attended.