

Certification Website Registration Instructions

Step 1: Access the training website.

<http://certifications.cleanwaterhonolulutraining.com/>

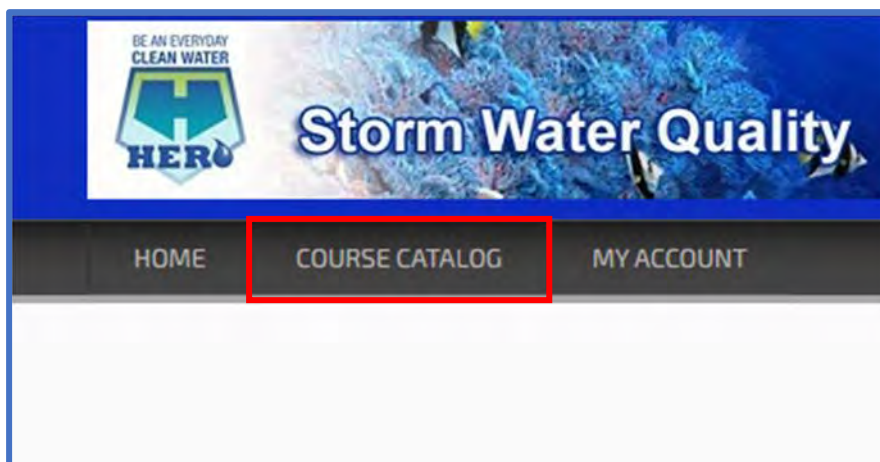
***Warning:** Some functionality of the website maybe limited when using Internet Explorer. Google Chrome is the recommended browser to access the training.

New User Login

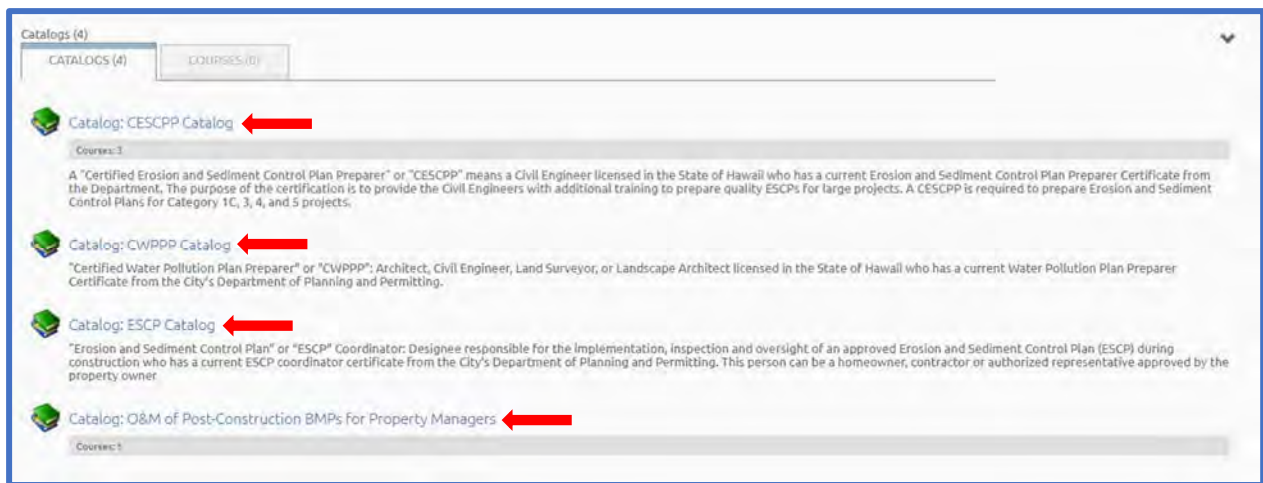


- Click on the “register here” link to create an account.
- Please note, this certification website is a different account from the ESCP and CWPPP training sites that were previously hosted by the City. If you registered an account for those trainings, a [new account for this site is required.](#)
- Fill out your registration information as accurately as possible. This information will be displayed on your certification and will be used by the City for tracking purposes.

Step 2: Select a Certification Course.

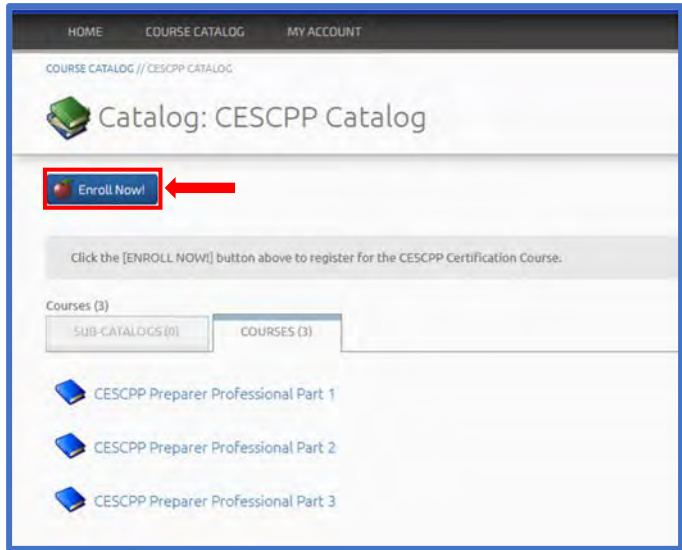


- Click on the “Course Catalog” tab to view the available Certification courses.
- A list of available courses are shown under the “CATALOGS” tab. You may click on the catalog name to view additional information or to enroll in the course.



- Click on any of the Catalog names (Indicated by the red arrows) to access the Certification Catalog of your choice. The description of each certification course is included below the Catalog name.

Step 3: Enroll in your course!



- Click the "Enroll Now!" button to enroll in your certification course.
 - A notification will show that you have successfully enrolled in the course as shown below:
- Catalog Enrolled**
The course(s) contained within this catalog will be available on your My Account page in a few moments.
- **Note:** Courses may take a few minutes to load. Please be patient and refresh your course page if the courses do not load immediately.

***Warning:** Clicking the "Enroll Now!" button multiple times may create duplicate versions of the course!

- Click on the "My Account" link in the green notification box or click on the "My Account" tab at the top left corner of your screen to view your "LEARNING ACTIVITIES".
- You will be required to complete ALL courses listed under the "LEARNING ACTIVITIES" to earn a certification.

Step 4: Complete Training Courses for the Certification

LEARNING ACTIVITIES				
Enrolled (3)				
Course	Due Date	Expires	Details	View
CESCPP Preparer Professional Part 1	-	-		
CESCPP Preparer Professional Part 2	-	-		
CESCPP Preparer Professional Part 3	-	-		

- Click on the green “GO” button to access your training course.

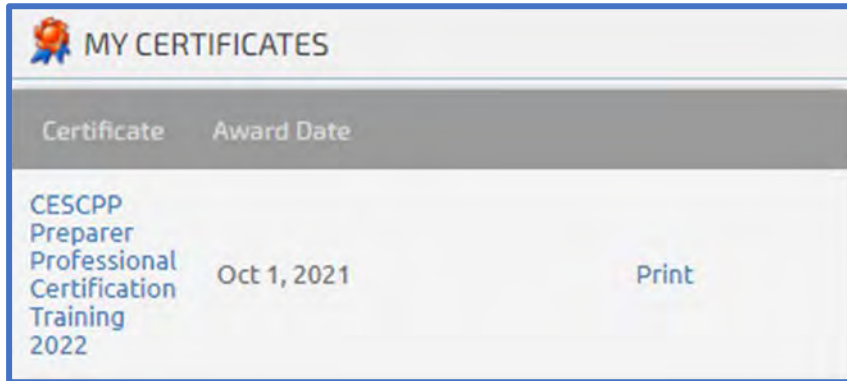
Learning Activities			
Title	Status	Score	Action
1. CESCPP Preparer Professional Part 1		-	

- On the next page, click the green “GO” button again and your course will launch in a separate window.

LEARNING ACTIVITIES				
Enrolled (0)				
Course	Due Date	Expires	Details	View
No enrollments found				
Completed (3)				
Course	Date Completed	Expires	Details	Review
CESCPP Preparer Professional Part 1	Sep 30, 2021	-		
CESCPP Preparer Professional Part 2	Sep 30, 2021	-		
CESCPP Preparer Professional Part 3	Sep 30, 2021	-		

- A Certificate is awarded to your account immediately after all courses in your “LEARNING ACTIVITIES” have been completed as shown on the left.
- If no certification is awarded, please contact the Administrator.

Step 5: View/Print your Certification



Certificate	Award Date	
CESCPP Preparer Professional Certification Training 2022	Oct 1, 2021	Print

- Certifications are located under the “MY ACCOUNT” tab on the left side of the screen. You may view and print your certificate from the area shown on the left.

ADMINISTRATOR CONTACT:

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