

How to Print YMCA Official Training Certification Card

Step 1. Sign-in LCDC:

Step 2. Scroll Down on the left-hand side and click "View All Certifications"

The screenshot shows the LCDC user interface. On the left-hand side, there is a sidebar with several links: [Edit Profile](#), [Find Classes](#), **MY CERTIFICATION ALERTS**, and a message stating "You have no certification alerts". Below this message, the link [View All Certifications](#) is highlighted with a yellow circle. To the right of the sidebar, there are two main sections. The top section is titled "Upcoming Classes" and contains the text "No Upcoming Classes Found." with a [View All](#) link. The bottom section is titled "Completed Classes" and contains a table with the following headers: "Class", "Date Completed", "Class Location", and "Status". Below the headers, the text "No Completed Classes Found." is displayed, followed by another [View All](#) link.

Step 3. Click AQUATICS: Down Triangle

The screenshot shows the LCDC user interface. On the left-hand side, there is a sidebar with several links: [Tests & Assessments](#), **QUICKSTART**, [Enter Recertification Credits](#), [View YMCA Transcript](#), [Edit Profile](#), and [Find Classes](#). Below the sidebar, there is a **SEARCH & REGISTER** button. To the right of the sidebar, there is a section titled "certification certificate using the print link to the right of the certification name. To view your progress towards certification or recertification, select the appropriate tab above." Below this text, there are three dropdown menus. The first dropdown menu is titled "ACTION REQUIRED DESCRIPTIONS". The second dropdown menu is titled "AQUATICS" and is highlighted with a yellow circle. The third dropdown menu is titled "FACULTY/TRAINER RESOURCES". Below the dropdown menus, there is a message stating "You currently do not have any licenses on record."

Step 4. You should see all of your current Certifications: Click small printer icon, then your PDF version of your card should pop up.
IMPORTANT: Do not click the option above the printer icon-that prints your training certificate, not a card.

✓ AQUATICS

	Certification	Completed Date	Status	Expiration Date	Print	Action Required
Hide	✓ Swim Officials Level I Certification	11/11/2005	Current (Active)	10/16/2028	 	
Hide	✓ Swim Officials Level II Certification	10/28/2008	Current (Active)	10/16/2028	 	

NOTE: After clicking the printer icon, if nothing happens, do **not** click again. Instead, wait for 30 seconds then proceed to the next step. **IMPORTANT: Do not** click the option above the printer icon-that prints your training certificate, not a card.

Step 5. Open File Explorer on your PC and go to your "Download" folder. You should find a PDF file named "Swim Officials Level I Certification" That is your official copy of the card. Print this file.

Here is what your card looks like:

