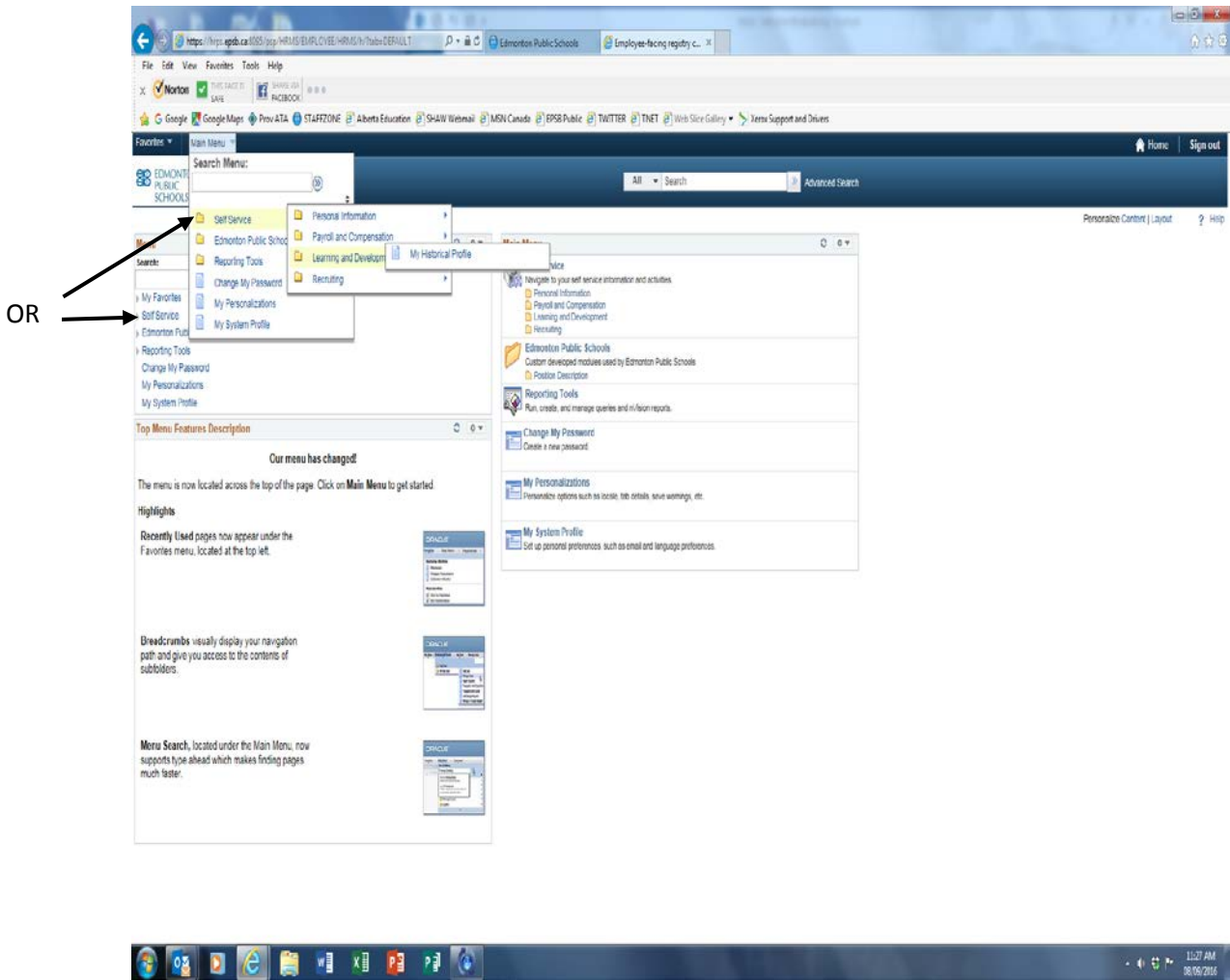


FINDING YOUR CERTIFICATE NUMBER

1. Sign in to PeopleSoft
2. Select **Self-Service>Learning and Development>My Historical Profile**.
3. On the My Historical Profile page, if you **scroll down** to the bottom, there will be an item listed as Professional Perm.
4. Click on **Professional Perm** and it will open the page where you will be able to view your License/Certificate Number.



My Historical Person Profile



Nels Olsen
Teacher



Select the Licenses and Certifications link to view the item details.

Licenses and Certifications	
License	View Details
Professional Perm	

License and Certificates
Click on Professional Perm

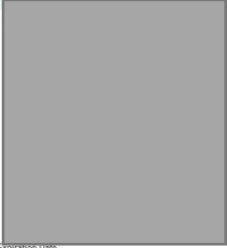
My Historical Person Profile

View Licenses and Certifications

Nois Olson

This page displays the item details.

Details



Expiration Date

License/Certification Number **1234YAH**

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WRITE IT DOWN AND GO TO teachers.ab.ca and create your secure login on the ATA site

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