



LEARNING & CAREER DEVELOPMENT CENTER

HOW DO I VIEW MY YMCA TRANSCRIPT?

1. Log onto YEXCHANGE: <https://yexchange.org/Pages/default.aspx>
2. On the left pane, go down to "My Career"
3. Click on "Learning & Career Development Center"
4. Across the top list of options, click on "My Records" to view drop down choices. Select "YMCA Transcript"
5. View your official training transcript of courses and certifications you've completed.

If an item is missing, please contact me and we can look into why the item is not appearing on your transcript.

HOW DO I UPLOAD A LICENSE?

GO TO THE YEXCHANGE ([HTTPS://LCDC.YEXCHANGE.ORG](https://lcdc.yexchange.org))

ON THE LEFT PANE, IN MY CAREER, CLICK ON: LEARNING & CAREER DEVELOPMENT CENTER (LCDC)

1. Select "My Records" > "Online Applications & Uploads" > "Submit Outside License"
2. Scan the license in a format that can be uploaded
Accepted file formats include .jpg, .png, .tif, .pdf, .doc, .docx
3. Select the License that you are submitting (e.g. AED, CPR, First Aid, O2)
4. Enter the Expiration Date
5. Upload the license document requiring approval.
(Note: Each license must be uploaded individually.)
6. Click "Submit"
(Note: They will stay in the submitted licenses area until approved)

HOW DO I ENTER CONTINUING EDUCATION CREDITS?

Go to [MY RECORDS > ONLINE APPLICATIONS & UPLOADS > SUBMIT RENEWAL/RECERTIFICATION CREDITS](#)

In order to renew an existing certification, the person needs to ensure the original certification is on their transcript. Otherwise, the person won't have that as an option in the dropdown list.



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WHY DO I NOT HAVE THE OPTION TO SUBMIT AN OUTSIDE EQUIVALENCY FOR HEALTH & WELL-BEING?

In order to submit an outside equivalency from an approved external provider for the Group Exercise Instructor Certification or Strength & Conditioning Instructor Certification, you must have:

1. An approved and current CPR license on your record;
2. The course entitled "Healthy Lifestyle Principles (HW100B)" on your YMCA transcript in LCDC.

Please note that having the course "Principles of YMCA Health & Fitness" or "HF300B - YMCA Healthy Lifestyle Principles" on your transcript is not a replacement for "Healthy Lifestyle Principles (HW100B)." This particular course is required for those submitting Health & Well-being equivalency certifications because it provides practical and theoretical information for instructors of all YMCA Health and Well-being programs and covers the YMCA mission, philosophy and the Y-USA training and certification system.