

Steps to Update Outside License Submission to YMCA of the USA

1. Log into you YMCA account. www.ymcaexchange.org
2. Enter email address and password
3. It will welcome you. Click on to **LEARNING AND CAREER DEVELOPMENT CENTER (LCDC)**
4. Scroll to the bottom left in the **QUICKSTART** box and choose **VIEW YMCA TRANSCRIPT** (you will then be able to view the new format for your transcript)
5. Under **MY RECORDS** click **SUBMIT OUTSIDE LICENSE**
6. Select **License you are Submitting** (CPR, AED, First Aid, O2)
7. **Enter** expiration date
8. **Upload** the file that has the copy of your certification
9. **Click submit** once the file is uploaded

You will then receive a confirmation that it has been submitted. Within 48 hours you will receive a confirmation email that states that your transcript has been updated. Please double check to see that it is correct.

If you have any questions, please contact YUSA at 1-800-USA-YMCA