



INSTRUCTIONS – RECORDING A LICENSES AND/OR CERTIFICATE IN IQCS

1. Navigate to **Qualification Management > Competency Management > Licenses and Certificates**.
2. Enter the Responder's EmplID.
3. Select the **License/Certificate Code**.
4. Enter the required **Issue Date**.
 - The issue date is displayed as the **Attained Date** at the responder competencies page.
5. Enter the required **Expiration Date**.
 - It must be entered to reflect the expiration date for the license or certificate. This expiration date is displayed at the responder competencies page.
6. Enter all other available information.
7. Select the **License Verified** check box, once all information is verified.
8. Select the **Save** button.

Licenses and Certificates entered at this screen will automatically maintain the license or certificate competency at the responder's competencies page if an associated competency has been tied to the license or certificate. To view if a competency has been awarded updated navigate to the responders Competencies page.