

Learner: CareLearn Guide

How to Get Your Transcript Report

CareLearn transcripts meet the requirements in WAC 388-112A-0118 for providing documentation of continuing education and required training completion.

Log in to CareLearn

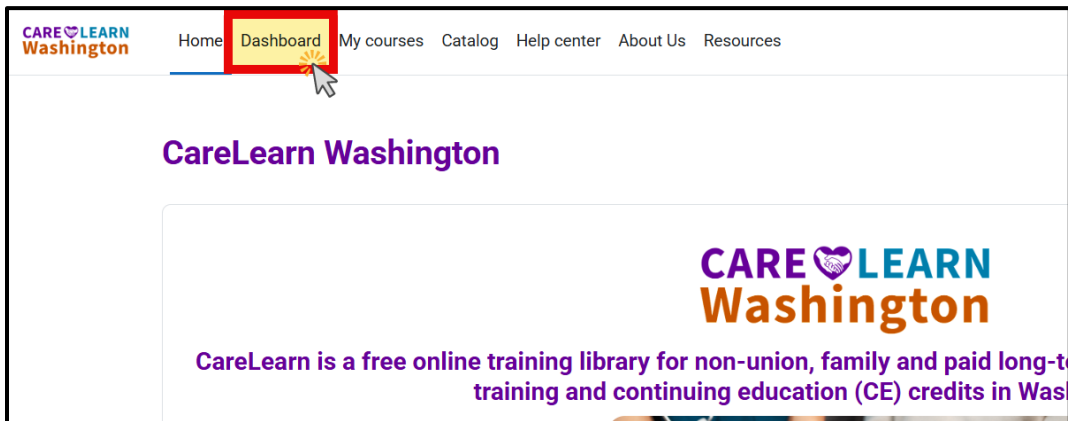
1. Go to www.carelearnwa.com.
2. Log in to your CareLearn account.

Go to your Transcripts page

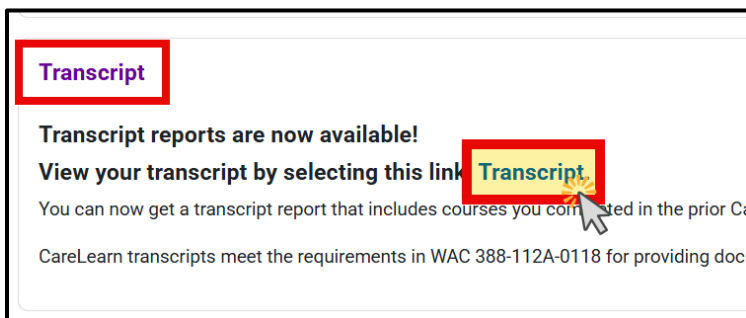
3. You can get there from your Dashboard or Profile.

Getting there from your Dashboard:

- a. Select **Dashboard**.

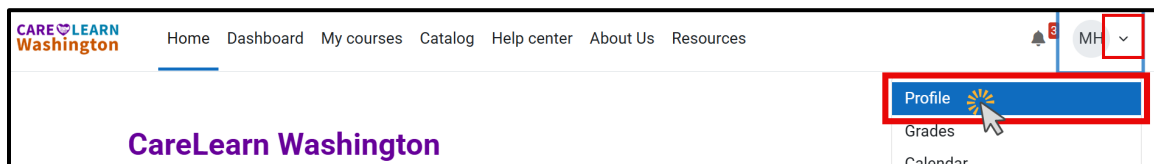


- b. From your **Dashboard**, scroll down to the section titled, **Transcript**.
- c. Select the **transcript link** in that section.

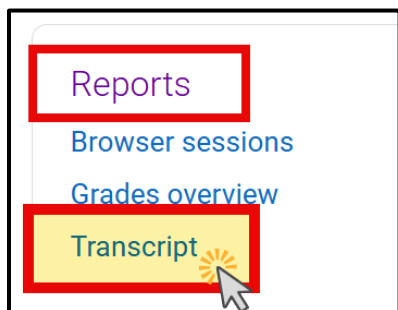


Getting there from your Profile:

- d. Select the **small arrow** next to your initials at the top-right of the screen.
- e. Select **Profile** from listed options.



- f. From your **Profile**, scroll down to the section titled, **Reports**.
- g. Select the **transcript link** in that section.



Get a Transcript report

The transcript page shows all the courses you've completed in CareLearn. You can sort or filter the list before getting a PDF of your transcript report.

Sorting and filtering

4. Select the **Completion date header**, if you want your courses listed in ascending or descending order. You can also sort by course name to list your courses alphabetically.

Course name	Completion date	Certificate	Short name
Professional Documentation Practices (CDS) - (CE: 3.25 hr)	Monday, March 12, 2026, 12:00 AM		ELS0385
Growing Older - Adapting - (CE: 1 hr)	Monday, March 16, 2026, 8:25 AM		OFL-278
Personal vs Intimate Care - (CE: 0.5 hr)	Monday, March 16, 2026, 9:10 AM		OFL-273

5. Use the filter options to:
 - a. Get a transcript with one specific course listed.

Test Student transcript

Filters

Course Overview of Nutrition & Food Preparation - (CE: 1 hr)

nutrition ▼

Completed from ☐ Enable 14 October 2026 📅

Completed to ☐ Enable 14 October 2026 📅

Apply filters

b. Select a completion timeframe.

Test Student transcript

Filters

Course No selection

Search ▼

Completed from ☒ Enable 1 January 2026 📅

Completed to ☐ Enable 14 October 2026 📅

Apply filters

c. If you want your courses filtered and sorted, make sure you sort first, then filter.

Download a PDF report

6. At the bottom of the page, select the **Download** button.

Overview of Body Systems & Medical Terminology - (CE: 1 hr)	Thursday, May 21, 2026, 12:00 AM	CARE0536
Assisting with Activities & Recreational Therapy at Home - (CE: 1 hr)	Monday, July 20, 2026, 11:23 AM	View certificate CA-0405
Clients and Their Rights - (CE: 2 hr)	Sunday, August 23, 2026, 3:37 PM	View certificate CS-CE394
Person-Centered Care - (CE: 2 hr)	Monday, August 24, 2026, 12:25 PM	View certificate CS-CE395
Download table data as Portable Document Format (.pdf) Download		

7. Open your downloads and select your transcript report. You can view, save, share and print this copy.


CARE  **LEARN**
Washington

CareLearn Washington Transcript for Test Student (teststudent@email.com)

This transcript report is an official summary of completed continuing education and training for Test Student (teststudent@email.com) courtesy of CareLearn WA LMS (WA753610).

DSHS Approved Instructor: M. Christine Morris 

This transcript meets the requirements in WAC 388-112A-0118 for providing documentation of CE and required training completion.

Course name	Completion date	Certificate	Short name	CE Approval Code	CE Hours	Course Length	Certificate Supplemental Info
Community Inclusion (CDS) - (CE: 4 hr)	Thursday, April 02, 2026, 12:00 AM		ELS0545	CO2235594	4	4 Hours	
Basic Cooking Skills for Direct Care Workers (CE: 1 hr)	Saturday, April 11, 2026, 12:00 AM		CARE0603	CO2438426	1	1 Hours	

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About your CareLearn Transcript Report

- It includes all your CareLearn course completions records from the prior system (courses you completed before 6/29/2026) and courses you completed in the new system, 6/30/2026 or later.
 - Only new system records have a linked certificate.
- Only courses that are currently active in CareLearn may have a linked title.
- The Certificate Supplemental Info column only includes information if the completion is for non-CE training, such as Specialty Training.
- CareLearn Washington transcripts include all the required information to show proof of continuing education credits and required training completions. Certificates for individual course completions should not be required.