

How can I share my completed certificate with YMHC?

You may upload your certificate details to as many organization portals as required, provided the program types are the same (ie: a Parent Program certificate can only be uploaded to a Parent Program portal).

In order to do this, you will require your [certificate number](#) and the answer to your [security question](#).

- 1) Go to the URL provided by your organization where you would be required to register for the program.
- 2) Click the button reading "Already Certified? Import your certificate"
- 3) Click to verify the program type
- 4) Copy/paste or input your completed certificate number when prompted
- 5) Input the response to your security question when prompted
- 6) Add any personal information, or child details as prompted by the system to complete your profile in the new portal, and click to save when prompted

I want to add another child to my Parent Program certificate

In order to add a child to your Parent Program certificate, you will need to log in using your existing [username](#) and [password](#).

You may add as many children as required to your Parent Program certificate.

- 1) Go to the [URL](#) where you originally completed your Parent Program certification and log in.
- 2) Go to the "Profile" link in the upper-left of your dashboard
- 3) Click the button labeled "Child Management"
- 4) From this menu you can edit a child's details, or create a new entry for another child. Enter the child's details as prompted by the form, and click to save the entry.