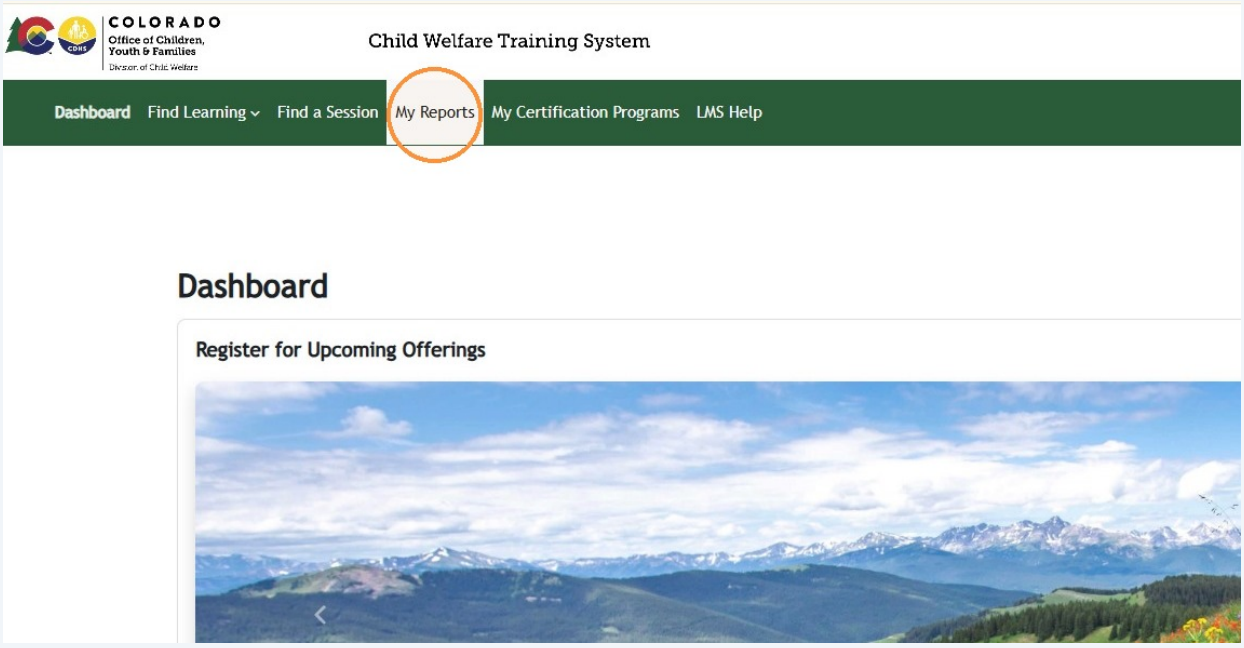
Download a Transcript of Completed Courses for 2018 or Later

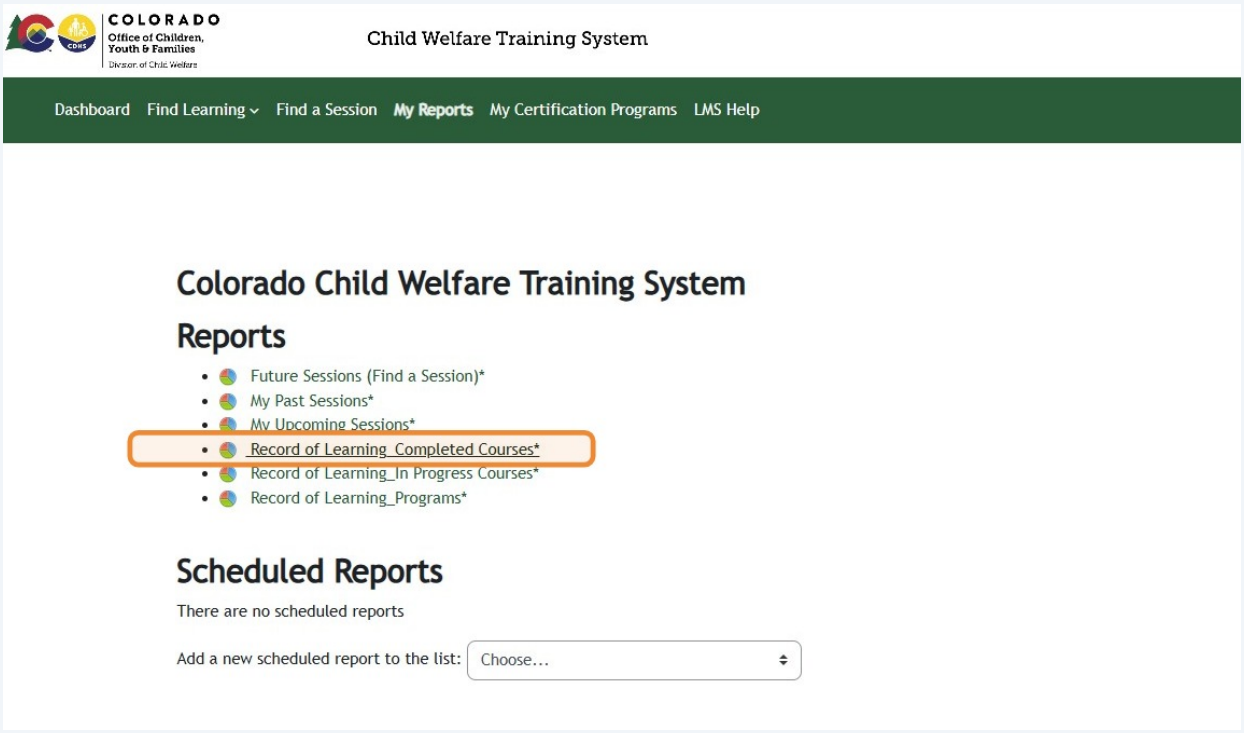
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

The CWTS LMS contains completion records for the fiscal year 2018-2019 and later.

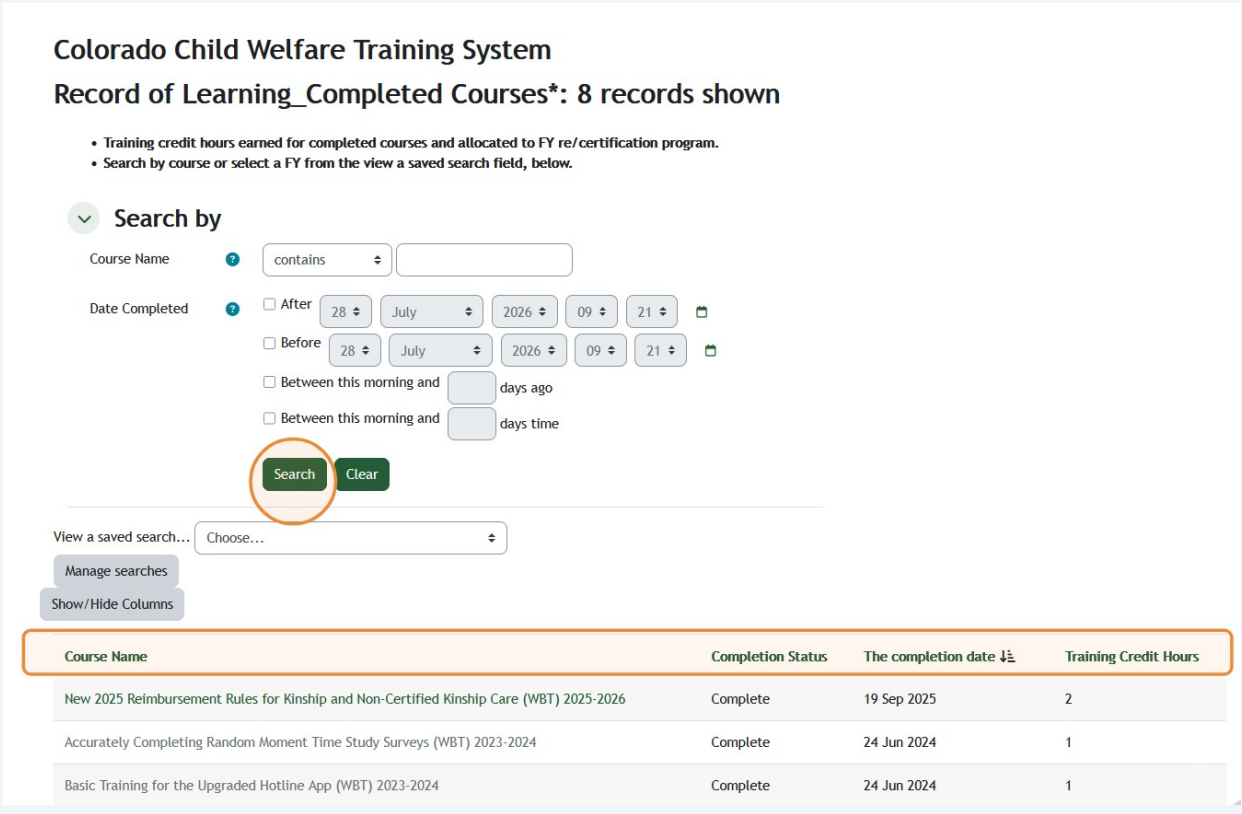
1 Click **My Reports.**



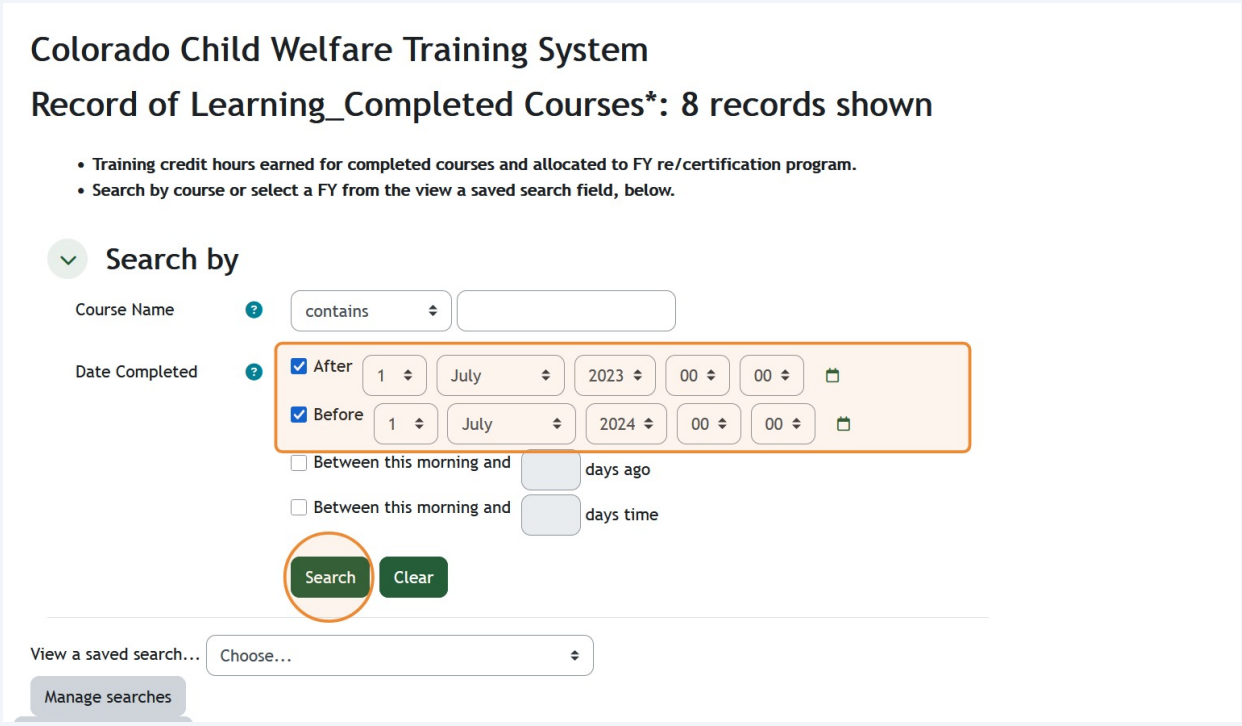
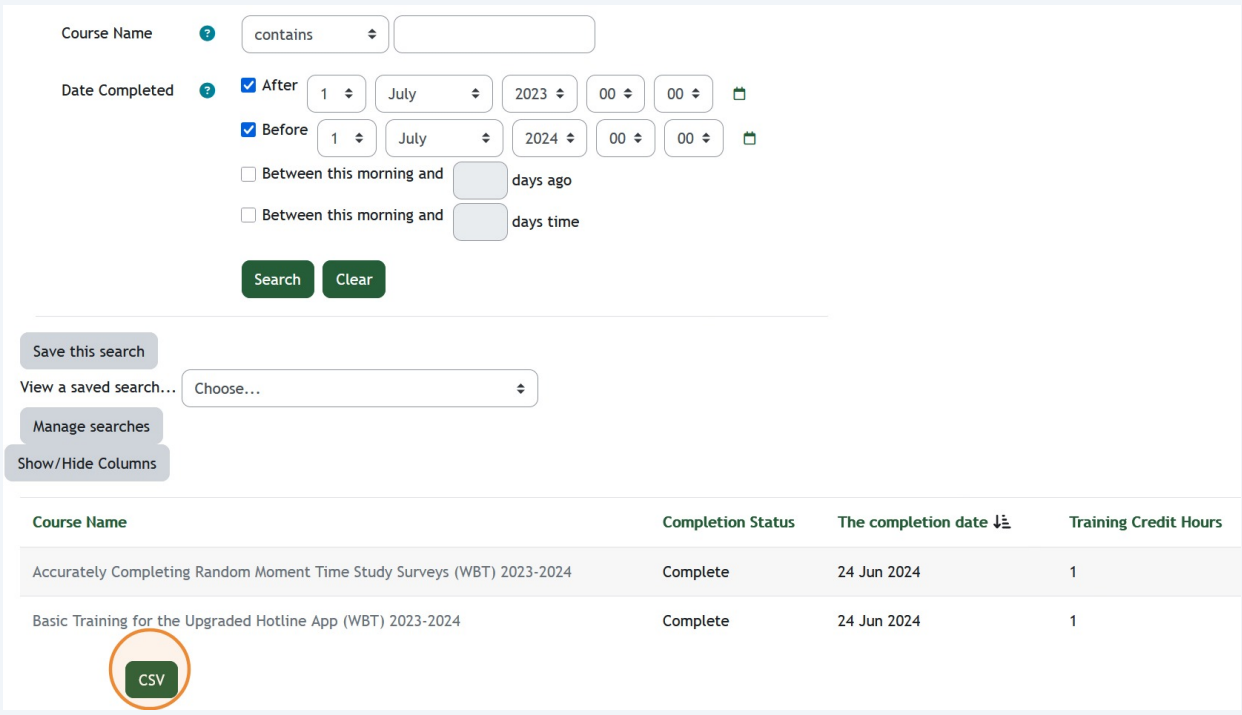
2 Click **Record of Learning_Completed Courses*.**



3 **To see all completed courses:** Leave all fields empty and click **Search.** Scroll down to view results.



4 **To search a specific date range:** Check the boxes for the Date Completed filters, enter the dates, and click **Search.** Scroll down to view results.



5 **To export the report:** Click **CSV** and save the file to your computer.