

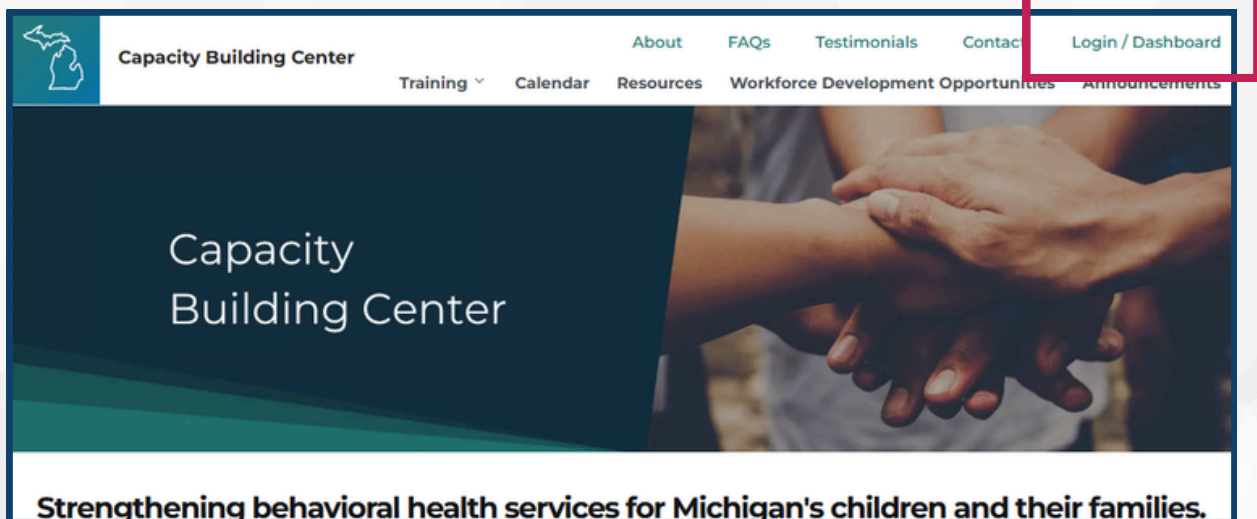


Capacity Building Center

# Guide to Access Your Certificates

## STEP 1

Select **Login** in the upper right corner of the [micbc.org](http://micbc.org) home page.



## STEP 2

Select **Log in via MiLogin Public Portal** button.

**Public Users**

[Log In via MiLogin Public Portal](#)

**Need an account?**

[Create Public MiLogin Account](#)

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**State of Michigan Employees**

Please login through the State MiLogin, and search for the MDHHS Capacity Building Center to add to your Online Services page.

## STEP 3

Enter your account credentials and select **Login**. Follow the prompts. This will take you to your MiLogin Dashboard.

**Michigan's one-stop login solution** →

MiLogin connects you to all State of Michigan services through one single user ID. Whether you want to renew your driver's license, file for unemployment, view your state tax return status, or apply for health benefits, you can use your MiLogin user ID to log in to Michigan government services.

Welcome to  
**MiLogin**

User ID or Email

Password

[Look up your user ID](#)

[Forgot your password?](#)

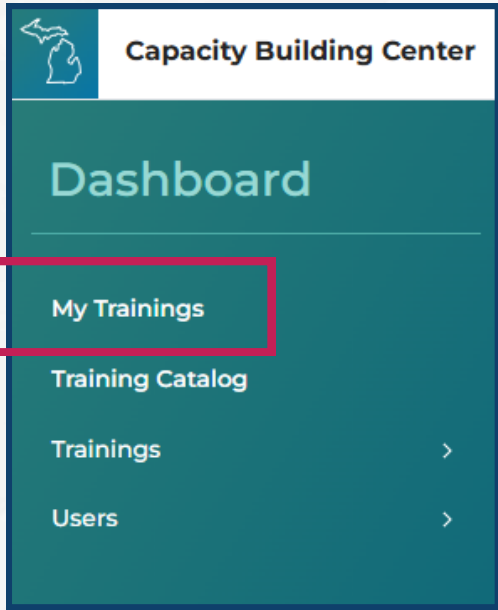
I agree to the [Terms & Conditions](#), [Privacy Policy](#) and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

[Log In](#)

[Create an Account](#)

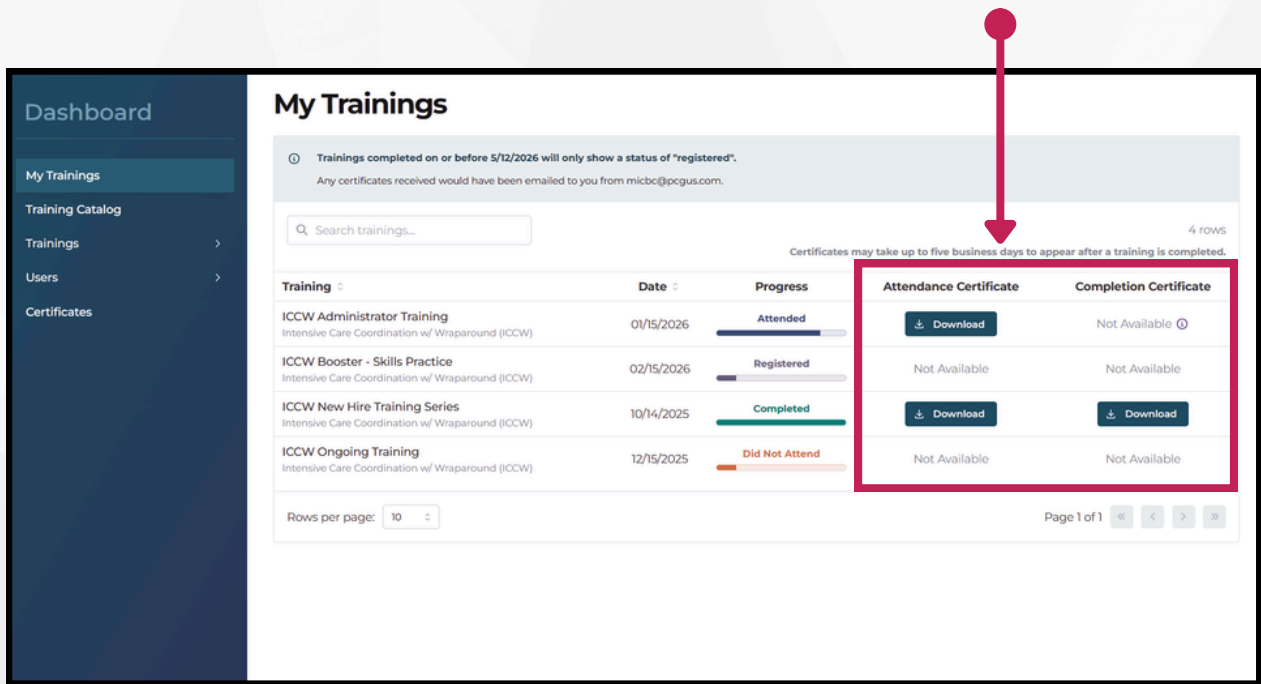
# STEP 4

From your Dashboard, select **My Trainings**.



# STEP 5

This is where you can **Download** any available certificates.



# NOTES ABOUT CERTIFICATES

All certificates issued by the CBC for training occurring on or after May 13, 2026, will be available for download in the Dashboard on [micbc.org](https://micbc.org).

## **Certificate of Attendance**

- Sometimes referred to as Record of Attendance.
- Available to download if you met the attendance requirement for the training.
- Will show any Children's Diagnostic and Treatment Services (CDTS) hours earned.
- Will be in your Dashboard within five (5) business days of the training date.

## **Certificate of Completion**

- Available to download if you met the attendance requirement AND completed the post-training survey within 30 days.
- Will show any Continuing Education Units (CEUs) earned.
- Will be in your Dashboard within five (5) business days of completing the survey.

## **Did you take a training on or before May 12, 2026?**

- For any CBC trainings you may have completed on or before May 12, 2026, those certificates would have been e-mailed to you and are not currently available for download in your Dashboard.
- If you need a copy of a certificate, please email our support team at [micbc@pcgus.com](mailto:micbc@pcgus.com).

# PROGRESS BAR STATUS

The **Progress** column in My Trainings may show:

- **Registered** You have registered for an event in the future.
- **Did Not Attend** You did not log in to the training.
- **Limited Attendance** You did not meet the attendance requirement.
- **Attended** You met the attendance requirement and have earned your Attendance Certificate!
- **Completed** You met the attendance requirement and submitted the survey within 30 days and have earned your Completion Certificate!

**My Trainings**

① Trainings completed on or before 5/12/2026 will only show a status of "registered".  
Any certificates received would have been emailed to you from micbc@pcgus.com.

Search trainings...

4 rows

Certificates may take up to five business days to appear after a training is completed.

You're almost there! Complete the post-training survey.

Training	Date	Progress	Attendance Certificate
ICCW Administrator Training Intensive Care Coordination w/ Wraparound (ICCW)	01/15/2026	Attended	Download Not Available
ICCW Booster - Skills Practice Intensive Care Coordination w/ Wraparound (ICCW)	02/15/2026	Registered	Not Available Not Available
ICCW New Hire Training Series Intensive Care Coordination w/ Wraparound (ICCW)	10/14/2025	Completed	Download Download
ICCW Ongoing Training Intensive Care Coordination w/ Wraparound (ICCW)	12/15/2025	Did Not Attend	Not Available Not Available

Rows per page: 10

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Note: For any training completed on or before May 12, 2026, the status will only say "Registered".