

- Tip Sheet - Take a Photo of a Document and Upload

You can take photos of your documents to be uploaded to your Registry profile! Store your training certificates, permits, and transcripts on the Registry. The document's information must be clear and legible so it can be properly verified by Registry staff. If the document is not clear or legible, the document cannot be uploaded nor reflected on the participant's Registry profile or their Education and Training Report.

Legible Copy

First, make sure the copy you are taking a photo of is clear, legible and free of marks, writing, or stains. Review the following examples to assure your photo is taken properly:

Tip 1: Make sure there is plenty of light or the photo may come out too dark.

Tip 2: Keep your camera/phone steady. Too much movement will cause the photo to appear blurry.

Tip 3: Place the document on a flat surface and center the document on your camera so edges aren't cut off.



Next Steps

Refer to the [Participant Document Upload Tip Sheet](#) to upload your education and training documents to your Registry profile. Also refer to the [Education and Training Document Submission Tip Sheet](#) to learn more about which documents are acceptable for profile upload.

Need Help? Contact the Registry Help Desk

If you have questions, please Chat, email support@ccala.zendesk.com, call us at (888) 922-4453 or search on the [Registry Help Desk](#). We are available Monday to Friday from 8am to 5pm.

