How to get PTSB Credit for doing an Inspire Module

1. Log in to Inspire: <https://mylearningportal.org/>



1. Go to My Reports



1. Select the Completed tab



1. Pick the module you want and click on “View Certificate”



1. Download the certificate as a PDF



1. Each module is worth 0.5 or 1 clock hour. Credits from PTSB available for the following amounts:



1. After you’ve completed 7 clock hours (or any of the above time increments), compile your certificates and send them to ptsbworkshoprequests@wyo.gov with your name and PTSB number. They will then be added to your file.