

INSTRUCTIONS FOR PRINTING CERTIFICATE(S) OR TRANSCRIPT

Below are instructions to print off certificates or transcripts. Use mouse clicks, not enter to make selections.

Step 1: First and Last name (name must match what is on file)

Step 2: Select the individual, selection will be highlighted.

Step 3: Enter password. (If you can't remember the password, please contact our office at 913-715-2233 to obtain a new password.)



Contractor Management System
Course Registration, Course History, & Registration Renewal Website

Note: If you have not used this application before you must first visit the [DEFINITIONS](#) page in order to determine your classification type. If you are a return user then you may access the application by following the steps below.

Step 1: Search Name
Enter your First and Last name in the boxes provided and click the "Find Me" button.

First Name
Last Name

Step 2: Select User
Find your name from the list provided and click the "Select" button for that row.

User Name	License Type
<input type="button" value="Select"/> SEAN REID (L), JOHNSON COUNTY CONTRACTOR LICENSING	Licensed

Step 3: Enter Password
Enter your "Password" in the box provided and click on the "Sign Me In" button.

[I forgot my password.](#)

You will be directed to the Contractor Licensing News page. This will have agency or event general information. After reading click the "Continue" button at the bottom of the page.



Contractor Licensing News

Latest News
If credit card payment is not made at time of registration your class registration will be deleted and you will not be registered. Currently the only credit cards accepted for any type of payment for Contractor Licensing are: Visa, MasterCard, and Discover. We do not accept American Express. We apologize for any inconvenience this may cause.



The account profile page has several different functions:

- A. Change your password
- B. Manage your profile (correct spelling of name, update email address, update date of birth, and change phone numbers)
- C. Enroll in classes when continuing education courses are offered
- D. Print class schedule
- E. Print certificates of completion or class transcripts
- F. Renew annual license (inactive license cannot be renewed online and license renewal for the following year can't be done before November 1)

The screenshot shows the top of the website. On the left is the Johnson County Kansas logo. To the right are social media icons for Facebook, Twitter, and YouTube, followed by a search bar. Below this is a navigation bar with links for HOME, RESIDENTS, BUSINESS, GOVERNMENT, RECREATION, ENVIRONMENT, and HEALTH. Underneath is a dark blue banner for "Contractor Licensing" with contact information: Phone: 913-715-2233, 111 S. Cherry STE 1000, Olathe, KS 66061. There are links for "Contact" and "Directions". At the bottom of the banner are buttons for "Add a Class", "Delete a Class", "Class History", "CHANGE PASSWORD", "MANAGE PROFILE", and "LOG OUT".

Account Profile

Current Company: JOHNSON COUNTY CONTRACTOR LICENSING
 Customer Name: SEAN REID
 Code Hours Complete: 0
 Non Coded Complete: 0.00
 Payment Due: **No balance due.**

[Pay Now!](#)

Renew Your License

Renew License

[RENEW HERE](#)

Currently Enrolled Classes

If you wish to "Add" or "Delete" a class then select from the menu above. [Print Class Schedule](#)

Class Title	Date	Start Time	End Time
(2014) 11-12-14 CONTRACTOR LICENSING CLRB AND EDUCATION COMMITTEE	11/12/2014	2:30	3:30

Lunch Reservations

If you wish to change your lunch reservation then select "Lunch" from the menu above.

Lunch Date	Reservation
11/12/2014	No Lunch Reservation Enroll in Lunch

The footer contains the Johnson County Kansas logo on the left. On the right, there are links for "Building Codes", "Planning Department", and "Staff". Below these are links for "Home", "Contact", "NotifyJoCo", "Facilities List", and "Legal Disclosures". The address "111 South Cherry Street, Olathe, Kansas 66061" and phone number "913-715-5000" are listed, along with the copyright notice "© Johnson County 2014".

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Student Transcript
SEAN REID

JOHNSON COUNTY CONTRACTOR LICENSING
111 S. CHERRY #1000
OLATHE, KS 66061
(913) 715-2226
Licensee

<u>Class Title</u>	<u>Class Date & Time</u>	<u>Hours</u>
(2002) 12-04-02 Overview of Mechanical Requirements of IRC	12/4/2002 1:00:00PM	4
(2002) 12-04-02 Overview of the Plumbing Requirements IRC	12/4/2002 8:00:00AM	4
(2002) 12-05-02 Wood Framing & IRC Requirements	12/5/2002 8:00:00AM	8
(2004) 02-19-04 19-2A UPDATE TO THE 2003 IRC	2/19/2004 8:00:00AM	4
(2004) 02-19-04 19-4B CONVENTIONAL WOOD FRAMING AND THE IBC	2/19/2004 1:00:00PM	4
(2004) 11-01-04 JOCO - DISASTER TRAINING INSPECTOR ONLY	11/1/2004 8:00:00AM	4