



Bucks County Community College
Department of Public Safety Training and Certification
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2912 River Road
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Doylestown, PA 18901

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275 Swamp Road, Farmhouse 2nd Fl
Newtown, PA 18940

Public Safety Degree Office
275 Swamp Road
Newtown, PA 18940

Dear Students,

As of the Fall 2022 semester Bucks County Community College Department of Public Safety Training and Certification has begun issuing class certificates using a digital platform, Parchment.

This platform allows us to issue your certificates in an expeditious manner, but we still need to wait for course paperwork from the instructors and the registration forms to be processed. It will take approx. 6-8 weeks from when the instructor paperwork is received.

It is very important that you provide on the registration form a valid email address that you can access. (We suggest providing an email address that can be accessed from home and is of permanent nature for just you. For example: Gmail, Hotmail, Yahoo.) This address needs to be written clearly so our staff can enter it into the data system accurately. This is the email address that we will be using to issue your digital certificate.

Once a certificate has been issued, you will be receiving an email and text communication from the parchment system. Following the prompts in those messages will allow you to claim the certificate.

Attached to this message, are directions to follow to claim the certificate for the first time. Once you have created your account with parchment you will only have to follow the 'access your certificate link' to log into parchment to access your certificates. You can also log into parchment at any time to download or print certificates. <https://www.parchment.com/u/auth/login>

When a certificate is printed from the Parchment Website it will have a watermark message that says it is printed from certified credential. This is the proof that it was created and printed from the Parchment login and not a false document. There is also a message that prints that allows the certificate to be verified. We cannot turn this feature off as it is part of the validation process.

If, while claiming the certificate, you receive an error message or the information that has been recorded in our system is not correct please contact fireschool@bucks.edu and someone will respond.

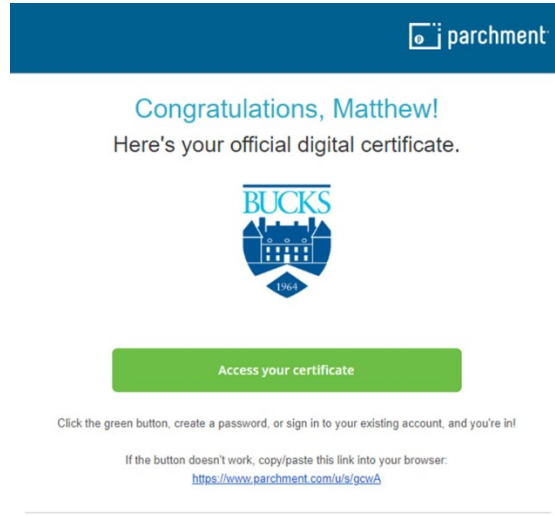
Since beginning this project, we have found students have changed their email addresses to something other than originally registered with Public Safety. When filling out your registration forms if it is a different email than you have used in the past, please note that on the registration form with the words NEW EMAIL. This will alert the staff to make the necessary updates to our system.

If at any time you have questions concerning the digital certificate process, please contact fireschool@bucks.edu and we will answer your questions.

Thank you for your patience as we are moving into the age of digital certificates.

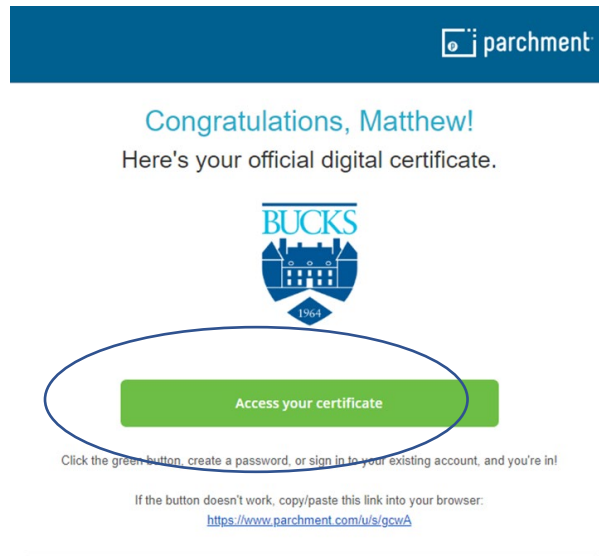
Directions for Claiming a Digital Certificate in Parchment for the first time

Step 1: You will receive an email from congratulations@parchment.com



Step 2: Access your certificate.

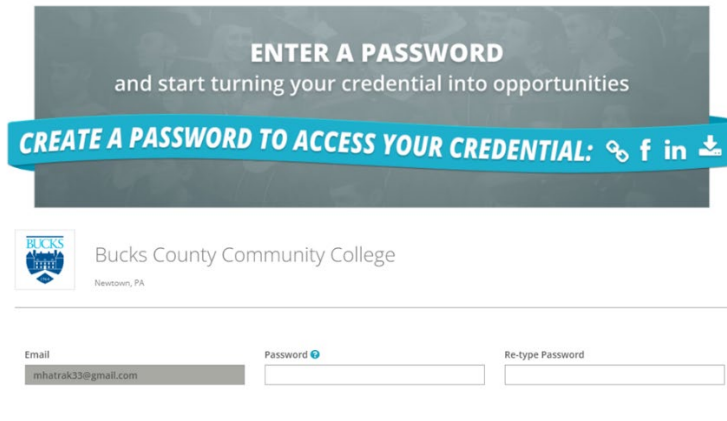
Click on the green button in the middle of the email to access your certificate.



Step 3: Parchment Password


The next screen in Parchment will require you to create a parchment password, if this is the first time you are receiving a digital certificate.

The email address that is being used for parchment will appear in the email box. This will be the email that you will use as your username and where the confirmation code gets sent in step 4. If this email is not correct, please contact fireschool@bucks.edu and we will get the record correct.



ENTER A PASSWORD
and start turning your credential into opportunities

CREATE A PASSWORD TO ACCESS YOUR CREDENTIAL: 🔍 f in ⬇

 Bucks County Community College
Newtown, PA

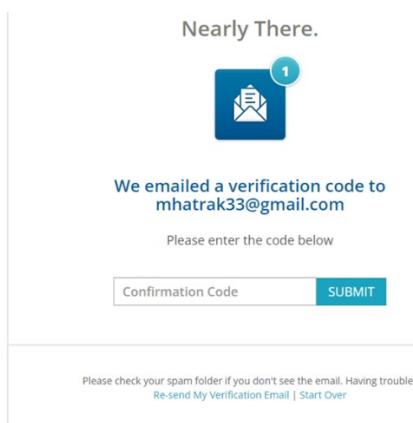
Email:

Password:


Re-type Password:

Step 4: Confirmation Code

You will receive an email to the address provided with a confirmation code to verify the email address. This confirmation code will go to the email that appeared in the email box in step 3. It is very important to make sure you have access to the email address that is provided, and it is the same one you use all the time for parchment.



Nearly There.



We emailed a verification code to
mhatrak33@gmail.com

Please enter the code below

Confirmation Code:

SUBMIT

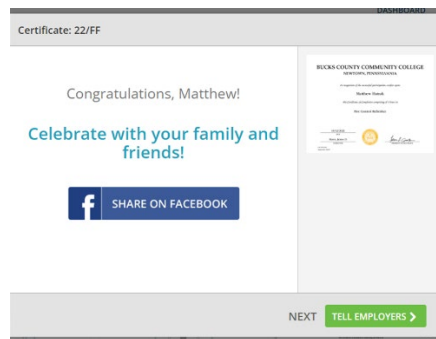
Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#)

Step 5: Claim the certificate.

Once your email is verified you will be prompted to follow the steps to claim the certificate.

Click “Tell Employers” – this will allow you to download a PDF of the certificate. From the PDF you can print the certificate for your files and save it on a computer.

When a certificate is printed from the Parchment Website it will have a watermark message that says it is printed from certified credential. This is the proof that it was created and printed from the Parchment login and not a false document. There is also a message that prints that allows the certificate to be verified. We cannot turn this feature off; it is part of the validation process.

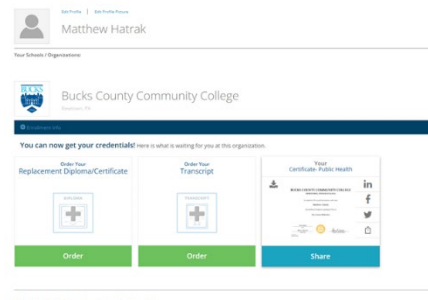
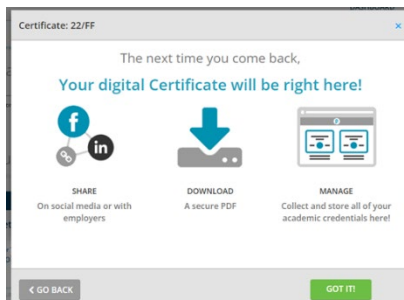


Step 6: Parchment Explanation

The next time you need to log into parchment, you can access all certificates issued to your account.

Public Safety is not using parchment for transcripts or orders of replacement certificates.

By clicking on the “Share” button you will be able to download the certificate or share it on social media



Parchment Website Information

Here is the Parchment Login Site link; you can use it in the future to access your certificates once your login is created.

[Parchment Exchange - Leader in eTranscript Exchange](#)