

Qualifications within LSO represent skills or competencies relevant to your job that you have acquired through completing certain training courses. Qualifications are assigned to courses at the discretion of your agency training officer, and have a proficiency level and "valid to" date. Qualifications are a convenient way to track and maintain certain requirements for your job, especially certifications and licenses.

To view qualifications you have acquired through training:

**1. Click the "Qualifications Profile" link in the My Learner Account section.**

The "My Qualifications" page appears.

**Helpful hint:** Click on the "Explanation of Icons Used" link to review detailed information about proficiency levels.

You can click the "Perform Profile Matchup" link to find courses that can satisfy certain training requirements for your job.

**Helpful hint:** The Profile Matchup feature works only if a requirements profile is assigned to your position by your agency HR office. If your position does not have a requirements profile, you will receive the following message: "The system was unable to find a requirements profile for a job you hold. Consequently, no profile matchup is possible."

Please contact your agency training officer for assistance.