



---Step-by-Step Instructions for Viewing & Printing a Certificate of Completion---

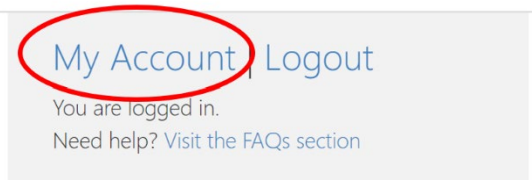


BEFORE YOU START...

- Have you completed the **Pre-assessment, Post-assessment** (passing score of 70 or higher), and **Survey** to earn your free **Certificate of Completion**?
- If you have completed the **Pre-assessment, Post-assessment, and Survey**, complete steps 1, 4, and 5 below.

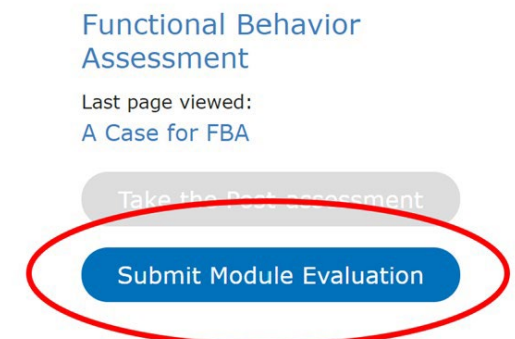
STEP 1:

After login, click on **My Account** located in the top-right of your screen.



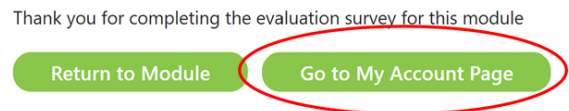
STEP 2:

Scroll down to the module that you completed. If you have not already done so, click on **Submit Module Evaluation** (example screen to the right).



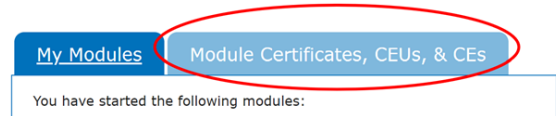
STEP 3:

After completing the evaluation, click on **Go to My Account Page**.



STEP 4:

Click on the blue **Modules Certificates, CEUs, & CEs** tab.



STEP 5:

Scroll down to your completed module and click on the blue **View Certificate** button to view and print your certificate.





TO EMAIL A COPY OF YOUR CERTIFICATE

- ❑ Click the icon to print your certificate. On the print screen, select **Save as a PDF** and save a copy to your computer. You should then be able to attach the certificate(s) to an email.

TROUBLESHOOTING....

- ❑ If you have difficulty accessing the page to print your module, try the steps below to reload the module.
 - First, use the browser to refresh the page.
 - Second, check to see if your browser AND flash player are up to date.
 - Third, clear browser history/cache.
 - Try viewing the module in a different browser, such as Firefox.