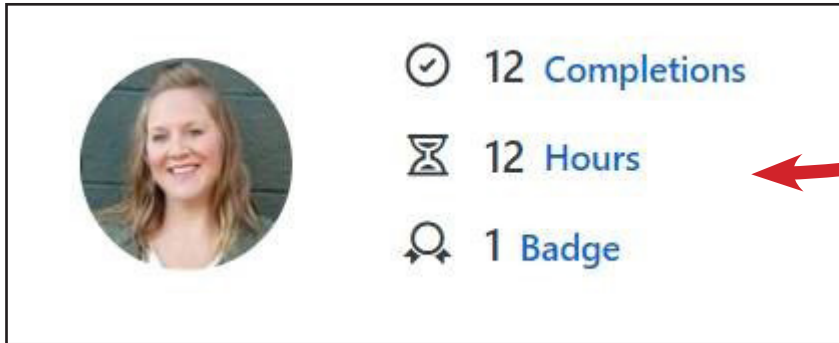


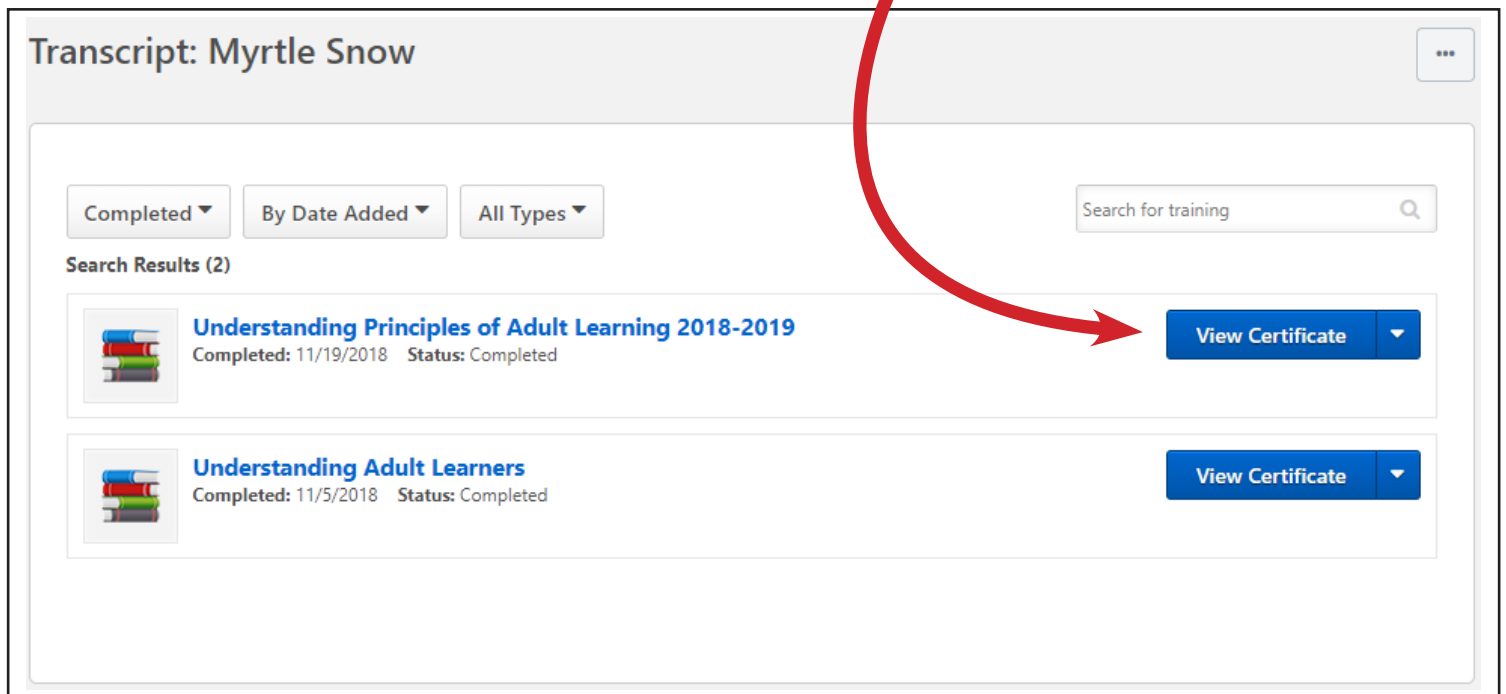
Locating Certificates of Completion

There are several ways you can locate your certificates of completion.

1. From your Learner Home page, click on **Completions** or **Hours**.

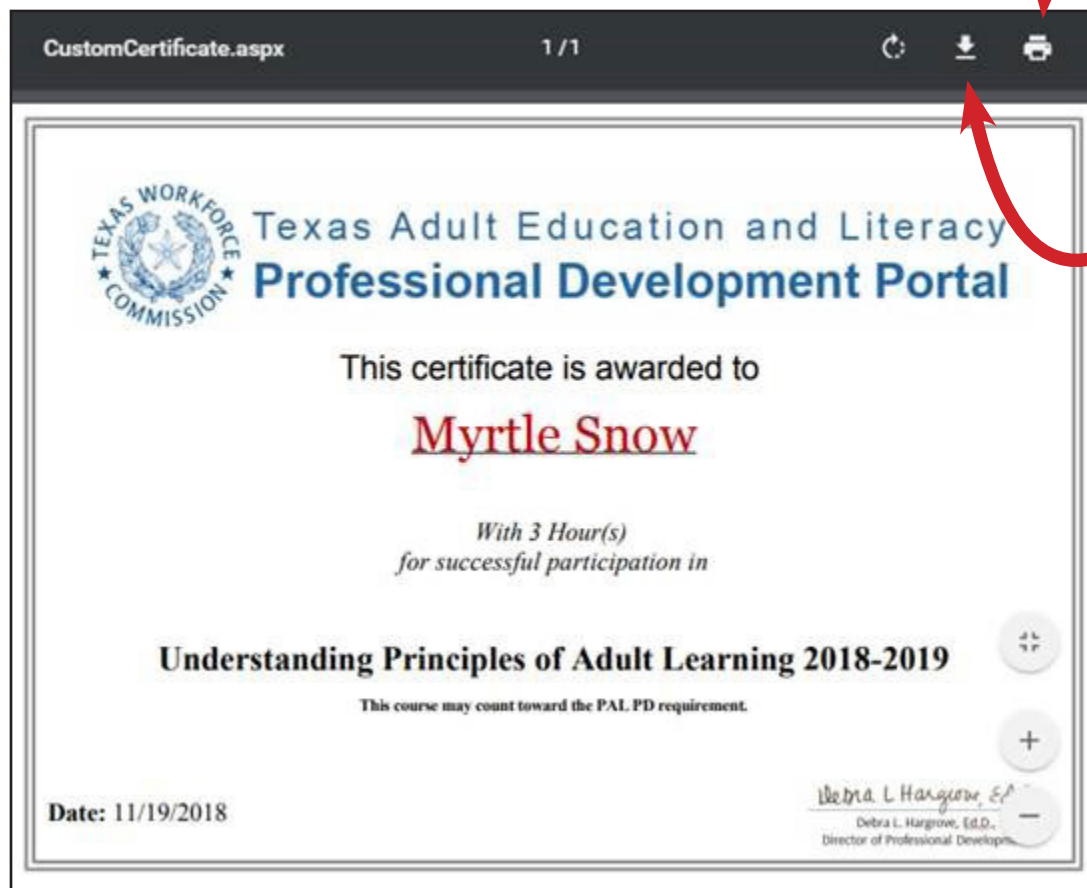


2. Locate the completed training and click **View Certificate**.



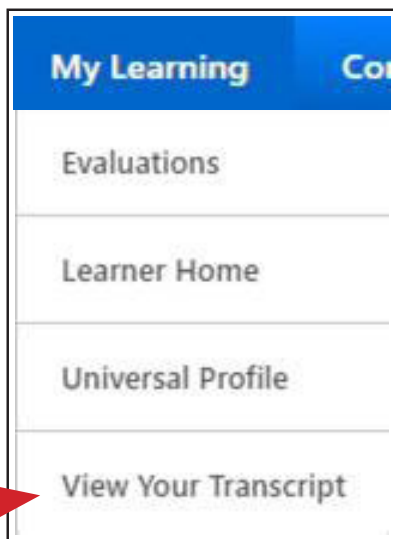
3. If you want to download and save to your computer, click the **down arrow** in the upper right-hand corner.

If you want to print, click the **printer icon** also in the upper right-hand corner.

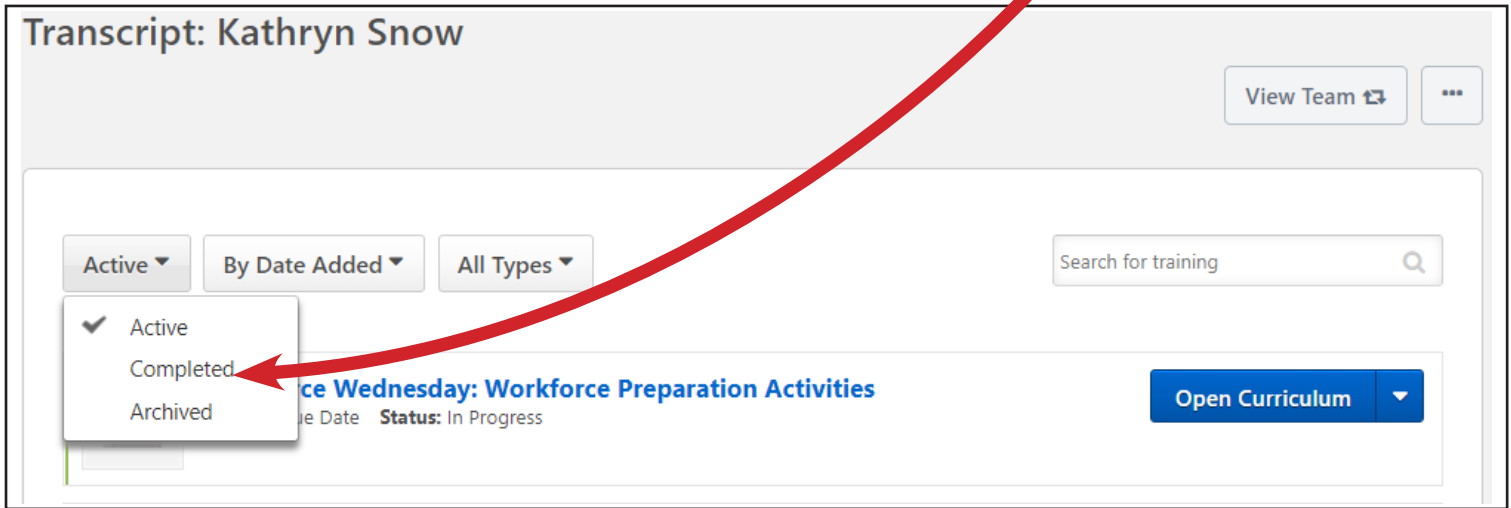


Alternate Way to Locate Certificates of Completion

1. Another way to get to your certificates of completion is to use the navigation tabs. Hover over the **My Learning** tab and select **View Your Transcript**.



2. Click on the down arrow next to Active and select **Completed**.



3. Repeat steps 2 and 3 from page 1.

QUICK REMINDER: Step 2: Locate the completed training and click

NOTE: If the blue button says **Inactive** instead of View Certificate, click on the triangle next to Inactive. **View Certificate** will be in the dropdown menu that appears.

