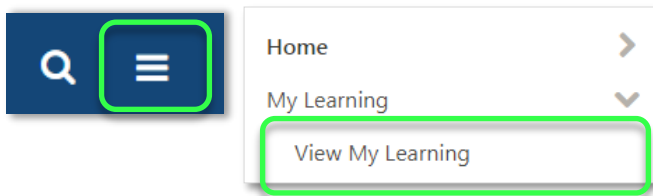


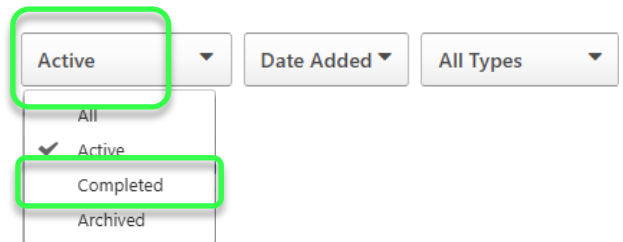
Print a Completion Certificate

To print a completion certificate for an online course or curriculum, follow these steps.

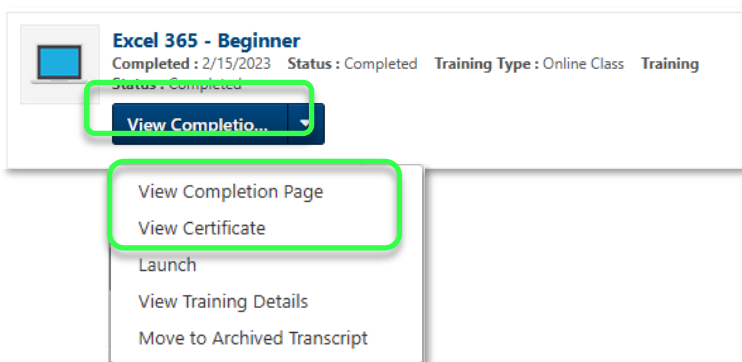
1. From the navigation menu click the **My Learning** sub navigation. Click **View My Learning**.



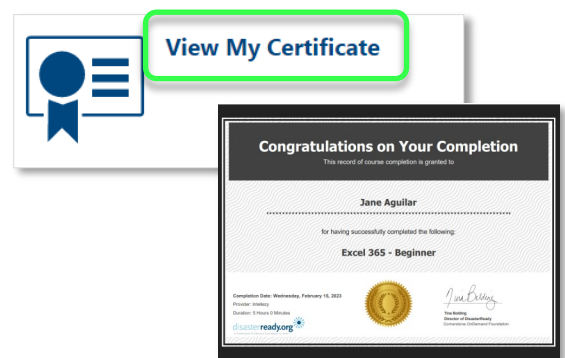
2. On the *My Learning* page, click the drop-down box and change **Active** to **Completed**.



3. Locate the course/curriculum for which you want a certificate. Click the **View Completion**



4. Click **View My Certificate***. Print the certificate using your computer printer.



* If the certificate window does not open, disable the browser's pop-up blocking feature.

Important: Certificates are NOT available for materials or videos.