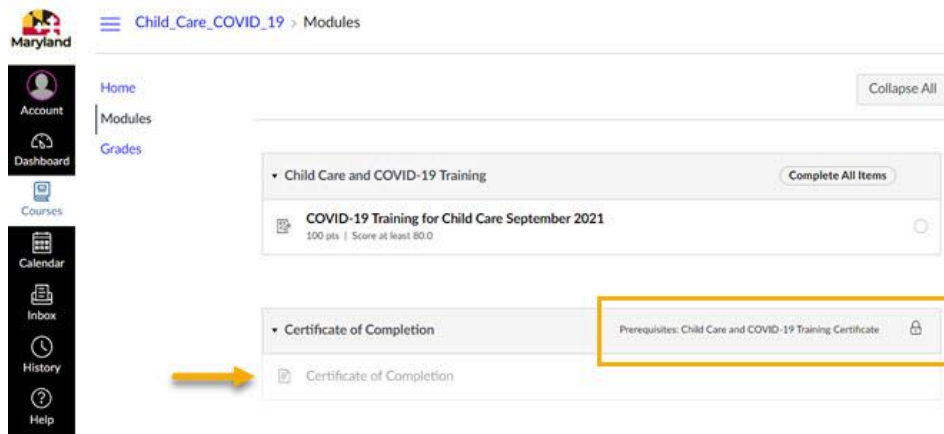




## Saving and Printing Your Certificate

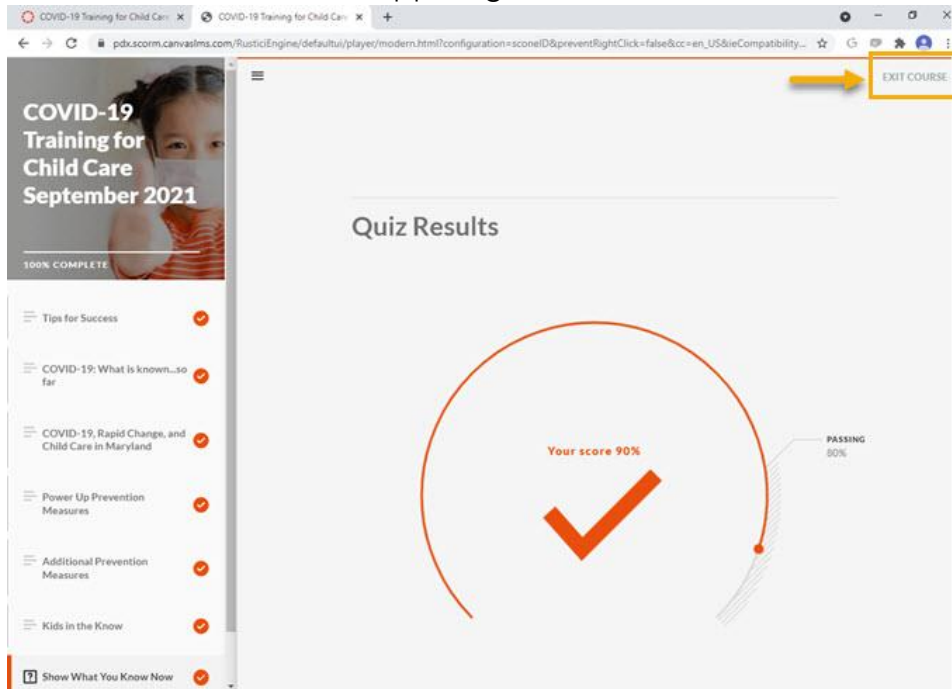
The Certificate of Completion is locked at the beginning of the training. Notice the Certificate of Completion is gray and there is a lock on the module.



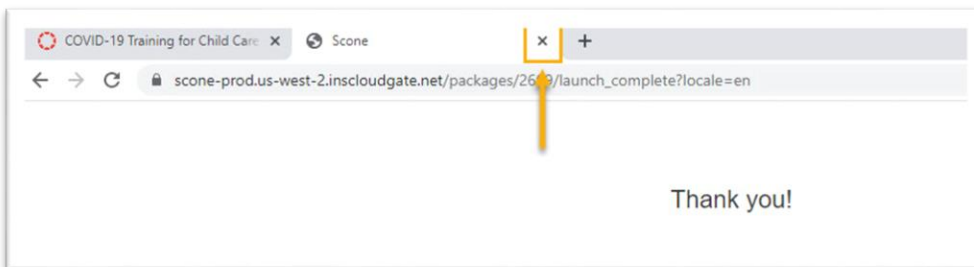
The certificate becomes available when you complete the training and earn a score of 80% or higher on the Show What You Know Now activity.

These steps show you how to access, save, and print your certificate.

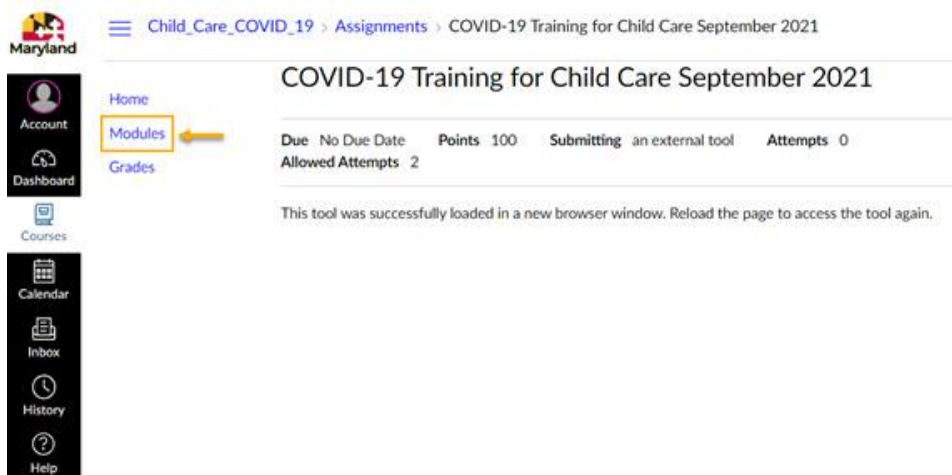
1. Complete the training with a score of 80% or higher.  
Select EXIT COURSE in the upper right corner.



A Thank you! Message appears. Select the x to close the window and return to the training

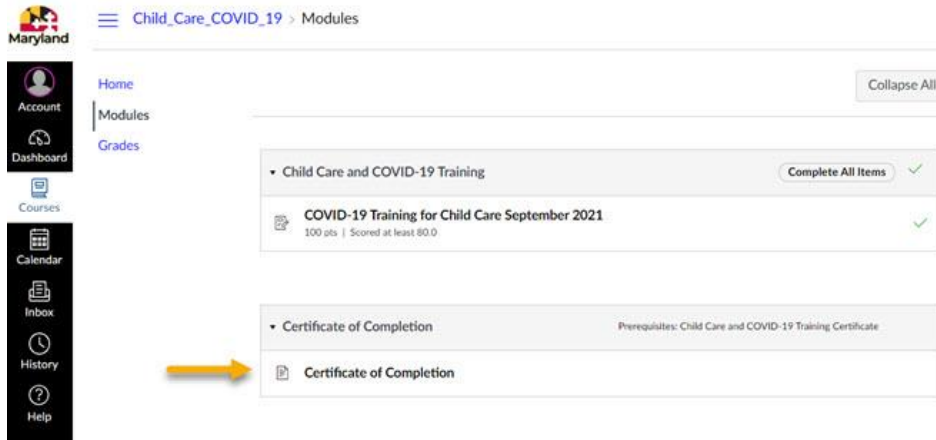


2. Select Modules from the left menu.



3. The Certificate of Completion is now available. The lock is removed and the certificate is accessible.

Select **Certificate of Completion**.



4. Your certificate opens.

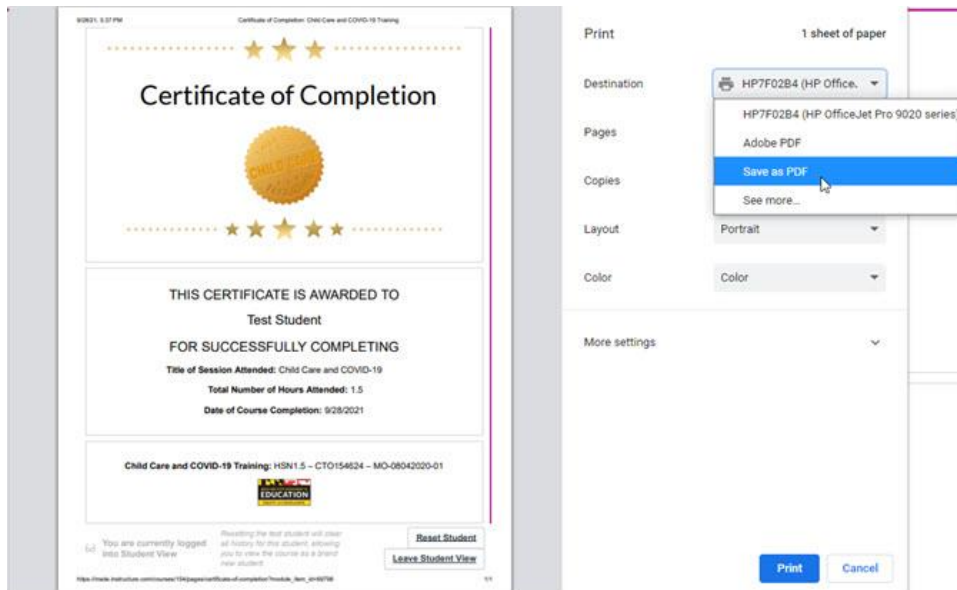


5. Use keyboard commands to open the printer window on your device (e.g., **Ctrl + P**). The printer window opens.

TO SAVE A COPY:

Select **Save as PDF** to save an electronic copy of your certificate to your device.

Select **Print**.



### TO PRINT COPIES:

Change the Destination window to your printer to print copies of your certificate.

Select **Print**.

Remember to print several copies – one for your personal files and several copies for your program's files.

