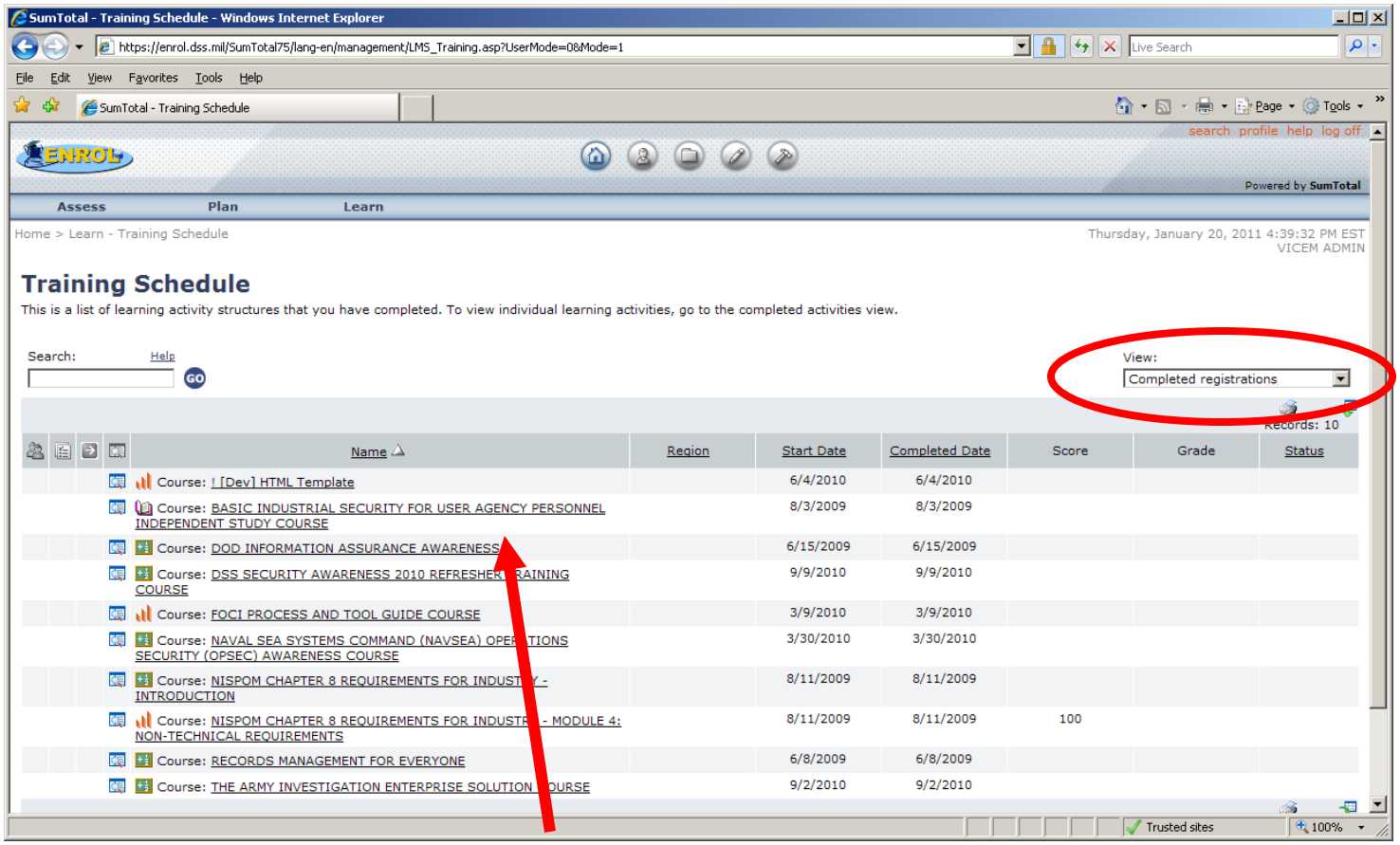
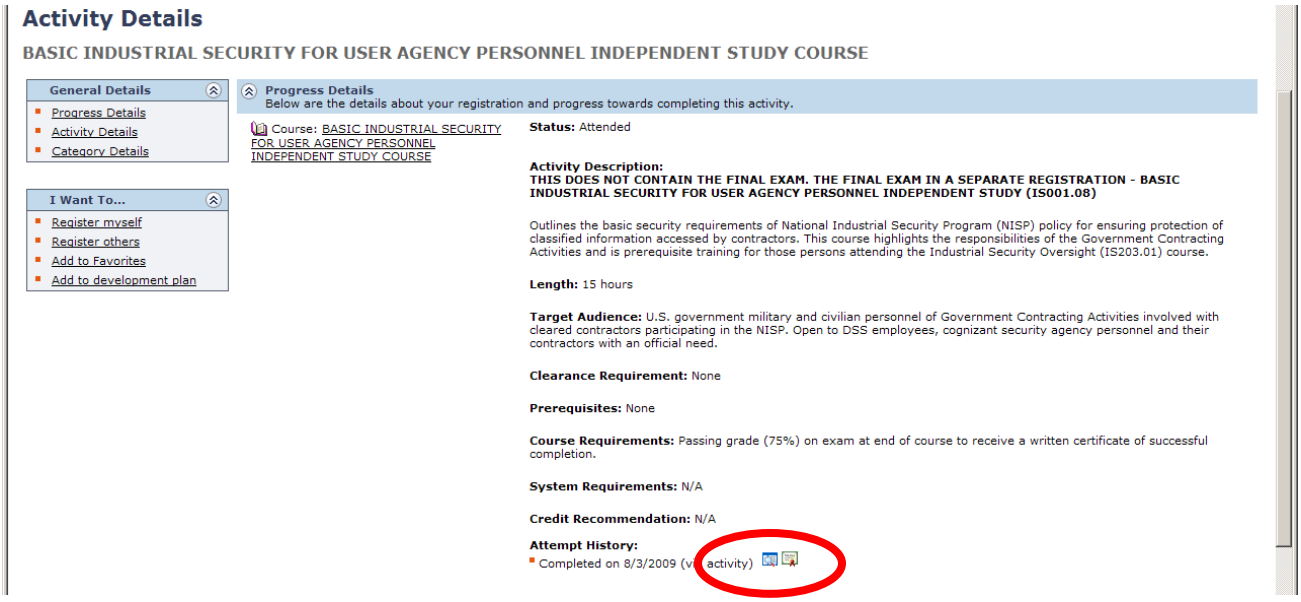
Printing Completed Course Certificate

Learn Menu > Training Schedule Page
Use View drop-down box to choose Completed Registrations.



Click on the title of a completed course in your list.



Click on the certificate icon to print out. Note: not all courses provide certificates.