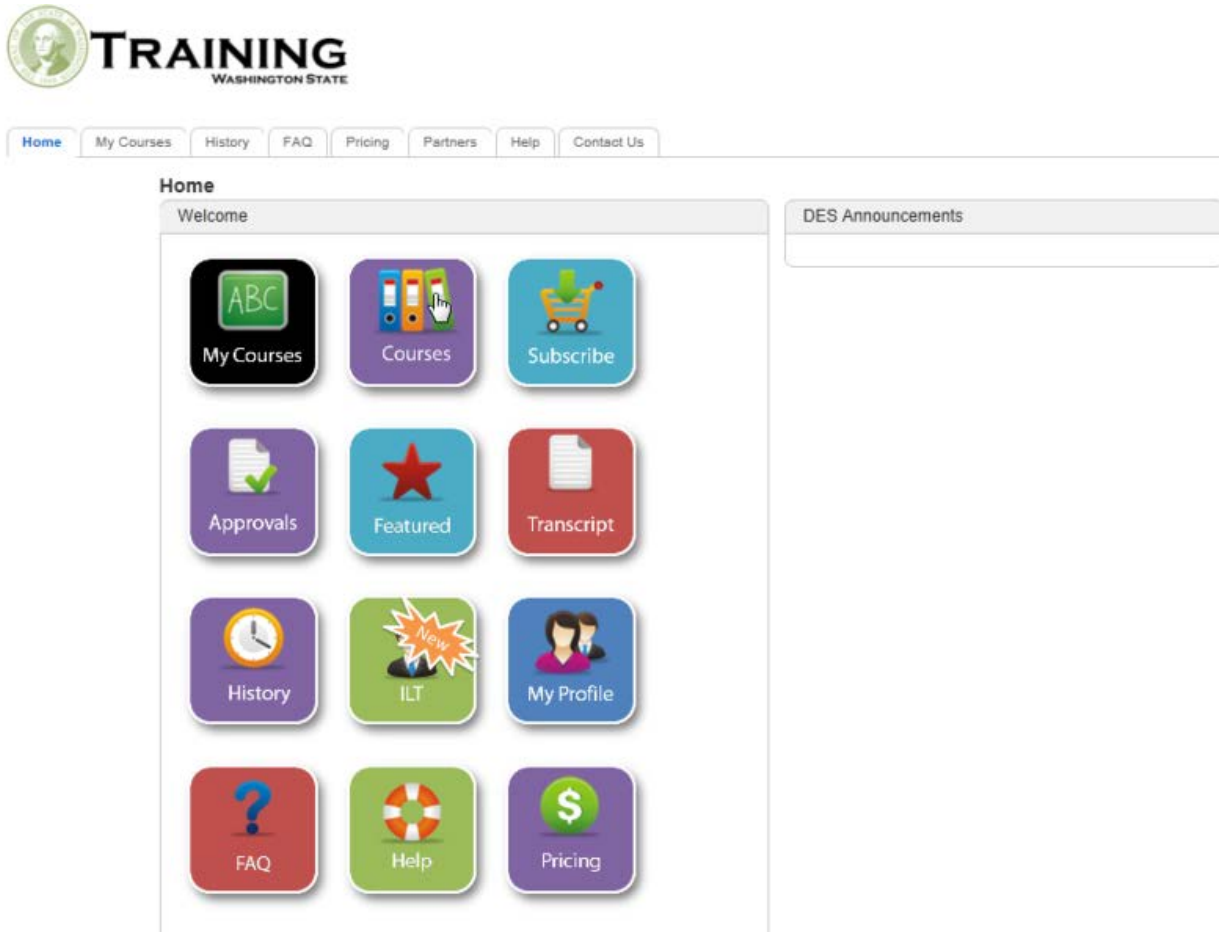


Printing a Certificate

On the Home page, click the History icon.



TRAINING
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Home My Courses History FAQ Pricing Partners Help Contact Us

Home

Welcome

DES Announcements

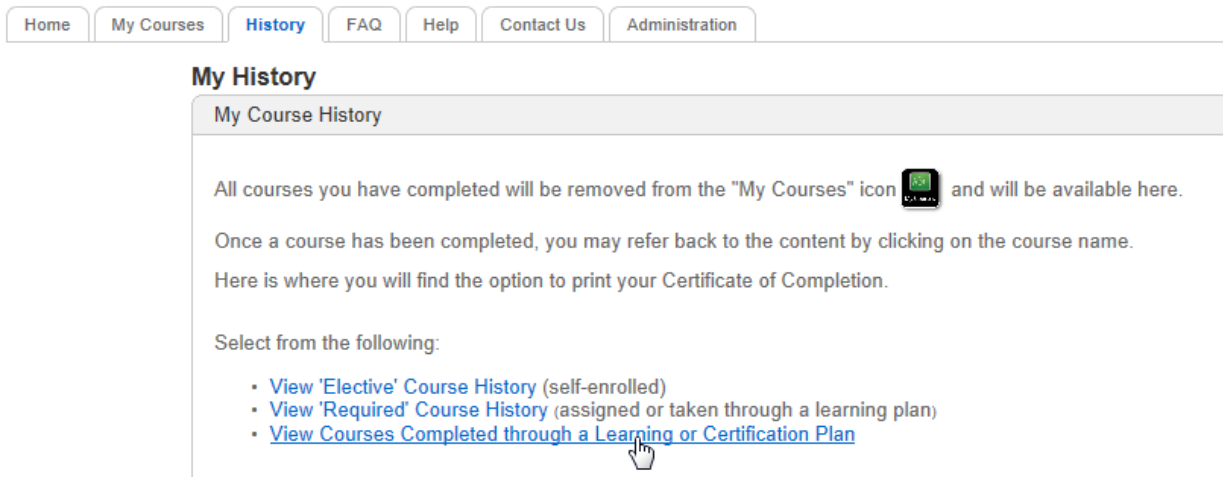
My Courses Courses Subscribe

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Click on the appropriate link at the bottom of the page.



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My History

My Course History

All courses you have completed will be removed from the "My Courses" icon  and will be available here.

Once a course has been completed, you may refer back to the content by clicking on the course name.

Here is where you will find the option to print your Certificate of Completion.

Select from the following:

- [View 'Elective' Course History \(self-enrolled\)](#)
- [View 'Required' Course History \(assigned or taken through a learning plan\)](#)
- [View Courses Completed through a Learning or Certification Plan](#)

Click the bullet next to the course and click on the **Print Certificate** button.



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My Elective Learning: History

Search for: [Go](#) [Advanced Search](#)

[All Electives](#) [Instructor-Led Training](#) [Online Training](#) [User-Defined Training](#) [History](#)

Select a course, then choose an option below the list.

Displaying records 1-2 of a total of 2.

Results per Page:

Select	Course Name ▲	CourseType	Approval Status	Status	Completion Date	Progress	Due Date	Expiration Date	Test
<input checked="" type="checkbox"/>	DOL Access 2007 - Level 1 (1 Day)OL	Instructor Course		Enrolled	1/10/2012 5:00:00 PM	Completed			
<input type="checkbox"/>	Lectora Test 1024x768_template	Online Course		Enrolled	9/21/2011 4:06:49 PM	Completed			

[Open](#) [Write a Review](#) [Print Certificate](#)

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