## Access your Completion Certificate/CEUs for the live webinar you attended

- 1. You must attend the training offering by accessing the webinar link for the webinar you registered for under your LMS account
- 2. You must attend the live webinar in its entirety, from start to finish. We cannot offer a completion certificate or CEUs to those who are unable to participate in the entire live webinar from start to finish.
- 3. Please allow 24 business hours after the training for our training admin team to confirm your attendance.
- 4. Once your attendance is confirmed, you will be able to access the Post-Training Evaluation (Pt 1 & Pt 2) and Quiz.
- 5. Please complete the Evaluation and Quiz within 2 weeks after the live webinar. After 2 weeks, you will lose access to the Evaluation and Quiz, you will be unable to complete the training, and you will not qualify for a training completion certificate or CEUs.
- 6. Once the Evaluation and Quiz are complete, you will be able to access your completion certificate and any applicable CEUs on your Home page, under the **My Completion Certificates/CEUs** tab
- 7. Please download/print your certificates within 6 months of the training offering. After 6 months, you will lose access to your certificate.



## Welcome to your training page!

• If you click on the "Find Training" tab above, you'll be able to search and register for our upcoming training offerings.

- If you click on the "My Training" tab below, you'll be able to access our live webinar on the day of the training, as well as post-training evaluations and quizzes a day after the live webinar you attend.
- If you click on the "My Completion Certificates/CEUs" tab below, you'll be able to access your certificates after you complete a training in its entirety (including completing any applicable training evaluation and quiz).
- If you click on the "Training Media & Recordings" above, you'll be able to access any available recorded content form our live webinars.

My Training	My Completion Certificates /	' CEUs			
List View					
E	Acquired	Acquired	Eligible	Eligible	Eligible
	2020 Nov 16 Re-	2021 Jan 06 Trauma & Oppression	2020 Nov 09 Self-Care	2020 Dec 03 CI: Dignity of Risk	2020 Dec 01 Lighting the Wav