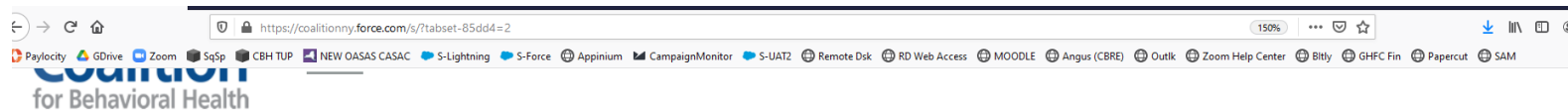# Access your Completion Certificate/CEUs for the live webinar you attended

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.