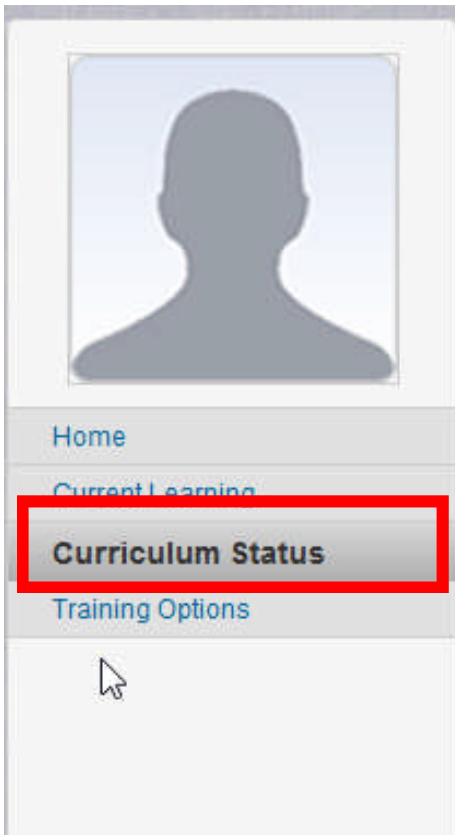
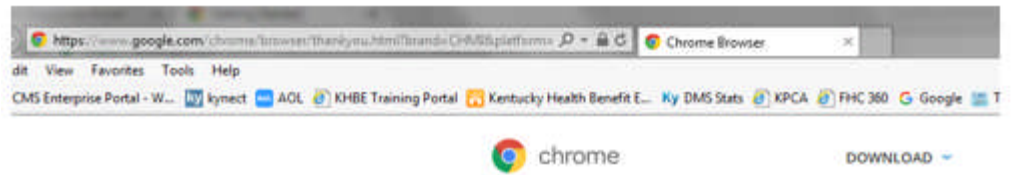


To print certificate



NOTE: If a pop up window appears to be blank, if using Internet Explorer, you may want to try to switch browsers to Google Chrome. If that doesn't work, you will likely need to contact CMS help desk.



To print your certificate, please click on the “Actions” link (below and to the right), and then click “Print Certificate”.

View the curriculum that have been assigned to you. For suggestions of additional curricula you can complete, [Training Options](#).

A screenshot of a web application interface for curriculum management. At the top left, there is a dark bar with the word 'Internal' in white. Below this is a search area with a text input field for 'Name', a checkbox for 'Show Required Curriculum Only', and a 'Search' button. To the right of the search area is a 'View' dropdown menu set to 'Active'. Below the search area is a table titled 'Internal Curriculum' with the subtitle 'Showing 1 out of 1 results'. The table has columns for 'Name', 'Version', 'Selected Path (% Complete)', 'Mastery Score', 'Status', 'Assigned By', 'Target Date', and 'Actions'. The first row contains the following data: '2017 Plan Year State IPA', '2017', '2017 Plan Year State IPA Required Path - 100% Completed', 'N/A', 'Acquired', 'Whitney Allen', and 'Actions'. A pop-up menu titled 'Actions' is open over the 'Actions' column of the first row, showing options: 'View Curriculum History', 'Print Certificate', and 'Print Certificate'. The 'Print Certificate' option is highlighted with a red rectangular box.

- A pop-up window will open; you can click “Print” to print your certificate
- Take a screenshot, save, and email the certificate to
 - khbe.kynect@ky.gov
 - Whitney at wallen@kypca.net
 - Your Supervisor

To Save Certificate as a PDF:

When print window appears, Change Printer Destination to PDF:

