How to Print Your Course Certificate

CIHI awards you a certificate once you've successfully completed a course. There are 2 ways to access certificates:

- From the Learning Centre home page
- From the My records/transcripts tab

Print from the Learning Centre home page

• Click **My certificates** in the *Quick access* pane.

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Featured Posarino for the v2022 Changes to Coding and Abstracting 1169E-Learn More About the Changes to the MIS Standards 2022	What's new Summer courses now open for registration! View our recent releases in the <u>New</u> sub-catalogue!	

- From the My certificates page, click the **Current certificates** tab and select **All** from the drop-down list. All of your available certificates will be displayed.
- To sort by newest or oldest issue date, click Issue date (1).
- Click the certificate name (2) or select Print (3) from the cogwheel. The certificate will open in a new window.
- Type Ctrl + P or click the Print icon at the bottom of the page to print the certificate.







Print from the My records/transcripts page

From the Learning Centre home page, select the **My learning plan (1)** tab and then the **My records/transcripts (2)** tab.

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Home	Enrol/catalogues	My learning plan	My shopping cart	Connect				
My learning plan My current sessions My records/transcripts								

- To find records or transcripts quickly, you can filter by any combination of the following:
 - Course number or title
 - Status
 - Learning type
 - Dates

My learning plan							
My current sessions	My records/transcripts						
						➡ Hide filters	
Title/ID	Status	Learning type		Training undertaken between		and	
773	Completed	eLearning	~	1-May-2022	8	6-Jul-2022	8
Filter							

• Once you have located the course, click the cogwheel and select Print certificate.



Need help? Got questions? Contact us at education@cihi.ca.

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