

ACCESSING YOUR CERTIFICATE OF ATTENDANCE

1. Navigate to the course page of the training you would like to receive a Certificate of Attendance for and click the gray “Take Course” button on the right-hand side;

The screenshot shows a course page with the title "DE-MYSTIFYING THE NEW COMPLIANCE MANUAL & ITS IMPACT ON THE PROGRAM REQUIREMENTS" and the location/dates "Mesa, AZ US, February 27, 2018 to February 28, 2018". A navigation bar includes tabs for OVERVIEW, VENUE, PRESENTER, CONTINUING EDUCATION, and TAKE COURSE. The main content area contains a detailed description of the course, mentioning HRSA's final Health Center Program Compliance Manual and the new Site Visit Protocol. A "COURSE SUMMARY" sidebar on the right lists the available credit (10.00 Certificate of Attendance), course dates (08/14/2017 to 08/31/2018), event times (02/27/2018 - 8:00am to 02/28/2018 - 12:30pm), and cost (\$745.00). A prominent "TAKE COURSE" button is visible in the sidebar.

2. Click the “Credit” tab on the left side of the screen and click “Start” or “Resume” (this will change if you have previously clicked on the tab. Click the checkbox next to “Claim this type” to be awarded your credits;

The screenshot shows the "CREDIT" section of the course page. On the left, a "COURSE PROGRESS" sidebar lists "CREDIT" (OPTIONAL) and "CERTIFICATE" (COMPLETE). A "RESUME" button is highlighted next to the "CREDIT" option. The main content area, titled "COURSE HOME", features a "CERTIFICATE OF ATTENDANCE" section with a checkbox labeled "Claim this type" and a "SUBMIT" button. A "RETURN TO COURSE HOME" link is located in the top right corner.

3. Click the “Certificate” tab and then click “Start” or “Resume.” Then click “Download Certificate” to download your Certificate of Attendance.

