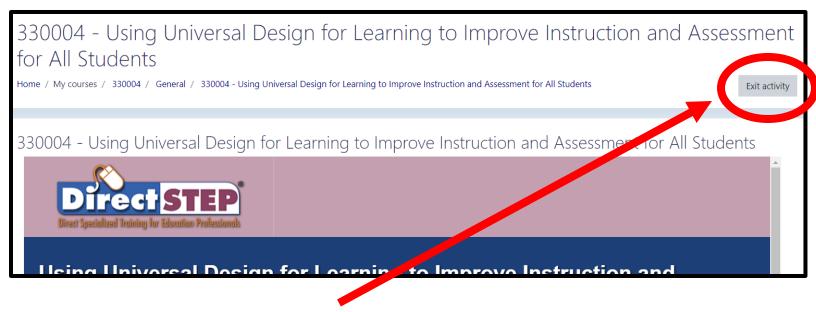


## **Tip Sheet** Certificate Issues

## If you are having an issue getting a certificate, here are a few tips:

Be sure you hit EXIT ACTIVITY after finishing your final assessment. This will record your score and bring you to the link to download the certificate



If you did not score an 80% or better, you will have to re-take the assessment. If you forgot to click exit activity, you will have to re-take the assessment.



## **Tip Sheet**

## **Certificate Issues**

If you did not pass, you may re-take the final assessment. Re-enter the course and use the forward arrow in the lower left-hand corner of the slide player. Move forward to the final assessment.

<b>Assessment</b> You must an	Instructions swer all assessment questions to obtain the highest possible score.
	g your answer to each question, click the Submit button at the bottom of the screen you MUST click <b>Submit</b> , or y IOT be recorded.
corner, to ret	ard button in the lower left corner to continue to the next question. You can also use the back button in the lower l urn to any unanswered questions. You cannot change your an user once you've clicked <b>Submit</b> . If you click <b>Subm</b> ting an answer, the question will be scored as incorrect
	Certificate Information ble to print your Course Completion Cert <sup>ific</sup> ate once you pass the Final Assessment at the end of this course with ast 80%.
Once the Fin	al Assessment is succerning passed, you will no longer be able to access the course material.

<u>If you passed</u> the final assessment and clicked EXIT ACTIVITY properly, you will be brought back to the screen with an active link for the certificate

