Online Evaluations and Certificates of Completion

You are encouraged to complete an evaluation for the events that you attended. You may not be able to print your certificate until the evaluation has been completed.

Once you have been marked attended for an event, you will receive an email notification thanking you for attending and asking you to visit the **Registration History** page to complete the evaluation and print off the Certificate of Completion for the event.

Sign In to your Account

Go to your *Registration History* page to view your *Past Sessions*

Click the *Evaluation* link to complete the online evaluation

Once the evaluation has been completed, a *Certificate* link will be displayed.

Click on the *Certificate* link to open/save a PDF file version of the **Certificate of Completion** for the event.

- Select *Open* to open the PDF file
- Select *Save* to save the file to your computer
- Select *Cancel* to cancel this action.

Certificates and Evaluations for online events will be under the **Online Sessions** tab the **Complete** tab.