Online Evaluations and Certificates of Completion

You are encouraged to complete an evaluation for the events that you have 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 the Certificate of Completion for the event.



Sign In to your Account

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

Upcoming Sessions		Past Sessions	WaitingList Online Sessions	
Session ID	Title		Start Date	
27434	434 Titles to Watch <u>Coming in June</u> - Evaluation		5/12/2014 8:00 AM	

Click the *Evaluation* link to complete the online evaluation

Upcoming Sessions		Past Sessions	WaitingList	Online Sessions
Session ID	Title			Start Date
27434	Coming in June -			5/12/2014 8:00 AM

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

Upcoming Sessions		Past Sessions	WaitingList Online Sessions
Session ID	Title		Start Date
27434	Titles to Watch Coming in June - Certificate		5/12/2014 8:00 AM

Click on the *Certificate* link to open 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.

Upcoming Sessions Past Sessions WaitingList Online Sessions						
In Progress Complete Incomplete						
Session ID:	951464					
Session Title:	Formative and Summative Assessment - Testing Story Line Courses					
Credit:	CPE 3					
Score:	0					
Completed Date:	12/19/2012 2:48:17 PM					
Rating:	***					
Comments:						
Link:	Certificate					