

# PRINT A CERTIFICATE IN ILEARN



Access your transcript

**Transcript** | Certifications | Training Assignments

[Print Version](#)  
View the user's/your record of courses, tests and other items from the Action menu and click Go.

**Name** Your Name  
**Current Date** 5/24/2011

Records found: 83

**Print a Certificate**

- Choose the course, curriculum, or test
- In the Action column click on the arrow for the dropdown list and choose **"Certificate"**
- Click **"Go"**

	Title	Type	Required Training	Start Date	Complete Date	Progress Status	Score	Action
1	OPRD - 09-03 Personal Protective Equipment (PPE) <b>3</b>	General Course	No	5/19/2011	5/19/2011	Completed	None	Certificate <input type="checkbox"/> Go <b>4</b>
1	OPRD - 09-03 Personal Protective Equipment (PPE) TEST	Test	No	5/19/2011	5/19/2011	Completed	75.00	View Details <input type="checkbox"/> Certificate <input checked="" type="checkbox"/> Go <input type="checkbox"/> All Attempts <input type="checkbox"/>
1	OPRD - 09-05: Blood Borne Pathogens, BBP, TEST	Test	No	5/19/2011	None	Started	None	View Details <input type="checkbox"/> Go
1	OPRD - 09-05: Blood Borne Pathogens	General Course	No	5/19/2011	5/19/2011	Completed	None	View Details <input type="checkbox"/> Go
1	OPRD - 09-06 Occupational Noise and Hearing TEST, 2009	Test	No	4/26/2011	4/26/2011	Completed	72.73	View Details <input type="checkbox"/> Go

A new window opens up with your certificate.

Select **“Print”** in the upper left hand corner.



**Note:** depending upon your print settings, you may need to set your printer to Landscape for the certificate to print correctly.