

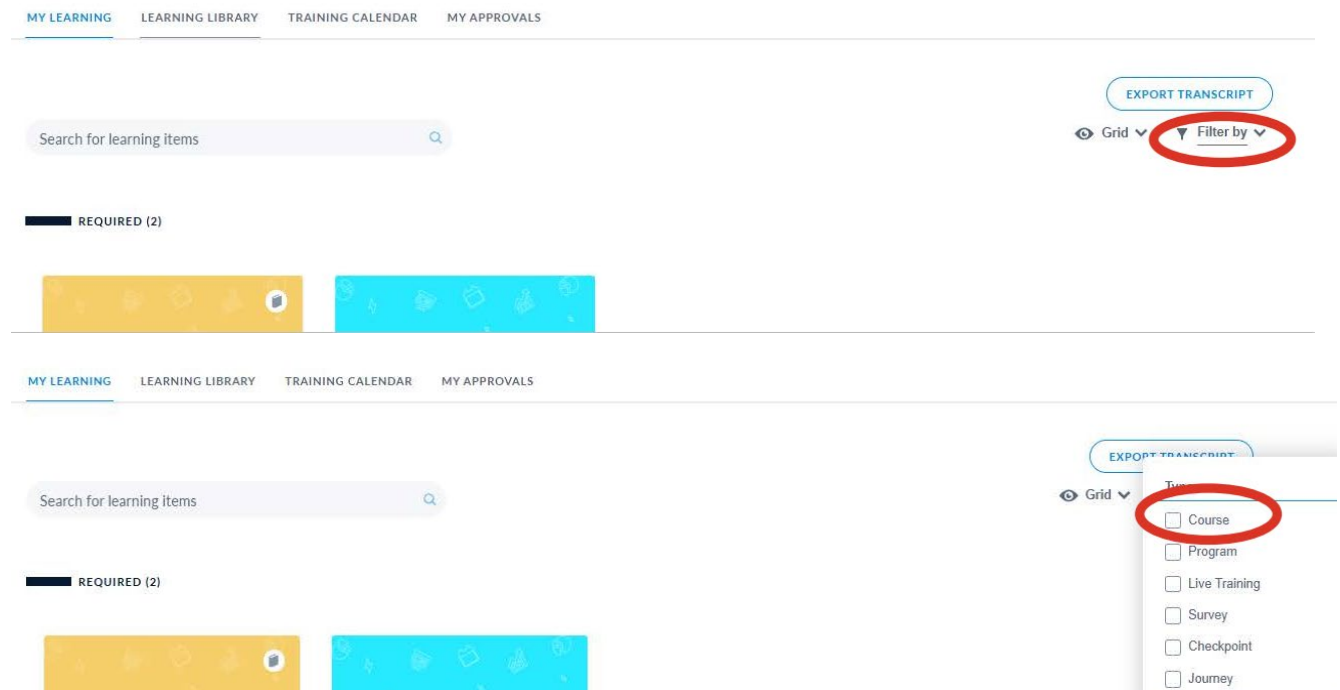
# Obtaining a Training Certificate of Completion

## How do I view a certificate of completion for my course?

You can view the certificate of completion after you have completed the course.

## Open My Learning

In the My Learning Page, locate the “Filter by” dropdown menu and select “Course”.



## Locate the Course

This can be done by scrolling through the list of courses or using the search function to pull a specific course.

Search for learning items

EXPORT TRANSCRIPT

Grid Filter by

1 Active Filter

Filters: Course

- OCP-2025 Quarter 2 Safety-Emergency Response T...  
DUE IN 20 DAYS / 30 MINS REMAINING
- OCP-Tri-Annual Animal Care-Occupational Health...  
DUE IN 27 DAYS / 15 MINS REMAINING
- OCP-2025 HIPAA Privacy Low Risk Training  
COURSE / 15 MINS
- OCP-2025 FERPA Employee Training  
COURSE / 30 MINS
- OCP-2025 Information
- OCP-2024 Bloodborne Pathogen High Risk
- OCP-2025 Quarter 1 Safety-General Safety
- OCP-2025 Code of

bloodborne

EXPORT TRANSCRIPT

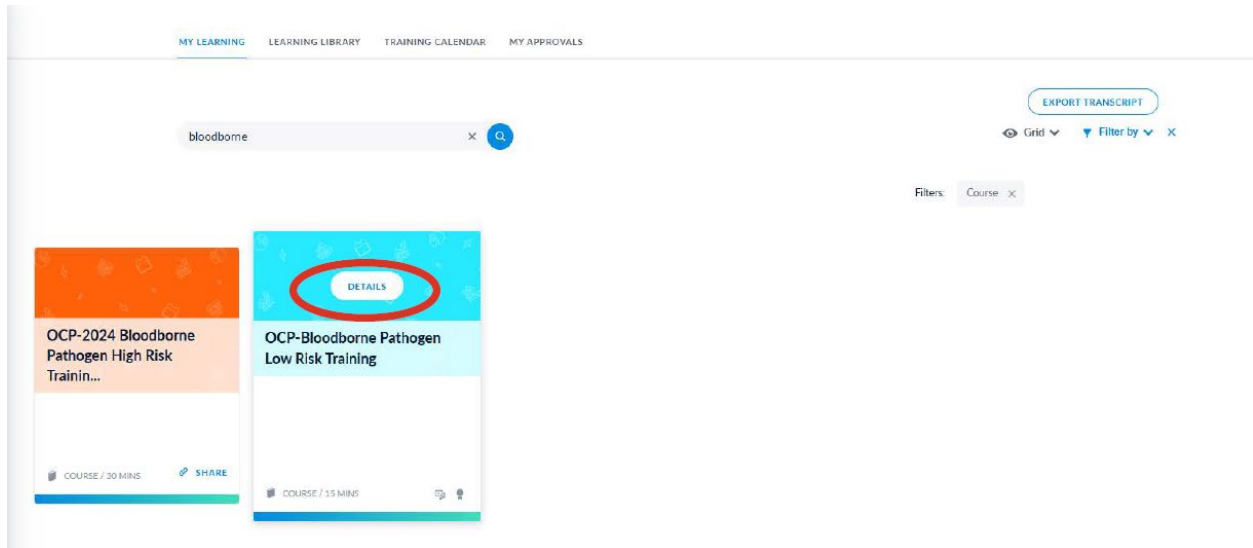
Grid Filter by

Filters: Course

- OCP-2024 Bloodborne Pathogen High Risk Trainin...  
COURSE / 30 MINS   SHARE
- OCP-Bloodborne Pathogen Low Risk Training  
COURSE / 15 MINS

# View Details, View Certificate

Hover the cursor over the course and click “Details”.



A screen will appear on the right, click “View Certificate” and the option to print will appear.

