Courses that offer a certificate of completion are designed to automatically save the certificate to the **My Certificates tool** located in your TRAIN Florida Dashboard.

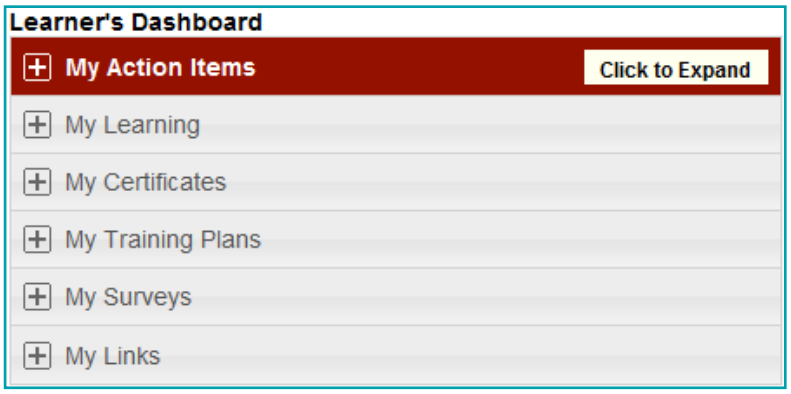
This tool will list the last six (6) certificates of completion for courses you have taken in TRAIN Florida.

NOTE: Not all courses in TRAIN Florida offer certificates of completion. If you have completed a course, and do not see a certificate listed there may not be one assigned to the course.

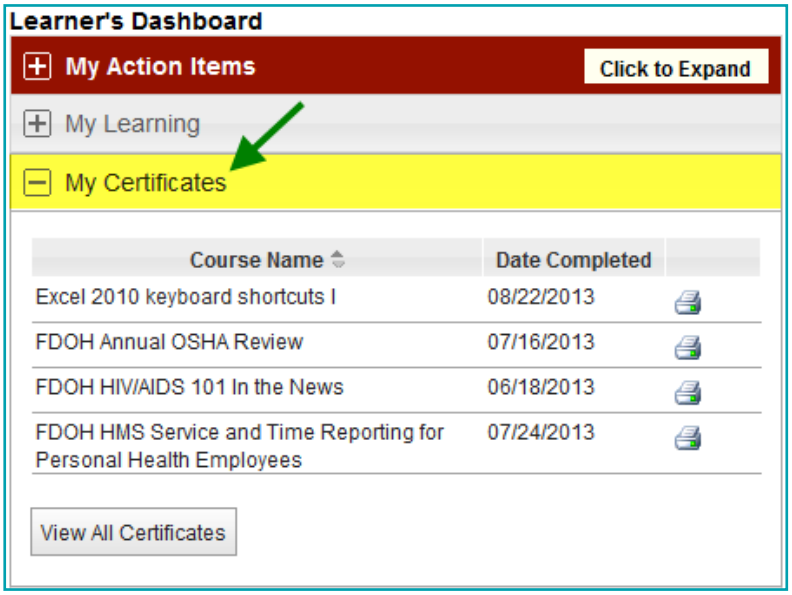
The following steps will help you use the **My Certificate tool** to locate, access, and manage the training certificates for your completed TRAIN Florida courses.

Step 1: Log in to **TRAIN Florida**.

Step 2: On your TRAIN Florida home page - locate your learner **Dashboard**.



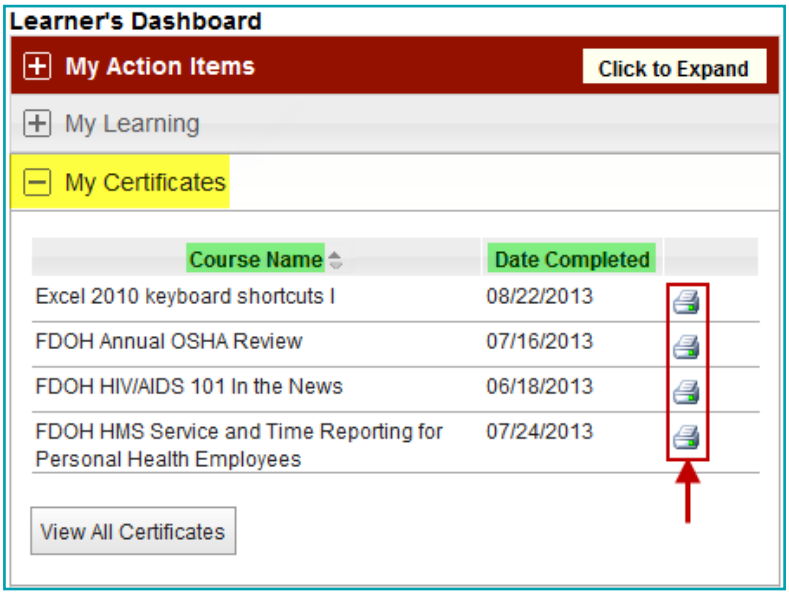
Step 3: Click on the **My Certificates tile** to open the menu.



Step 4: The **My Certificates menu** will list up to the last six (6) training certificates for your courses.

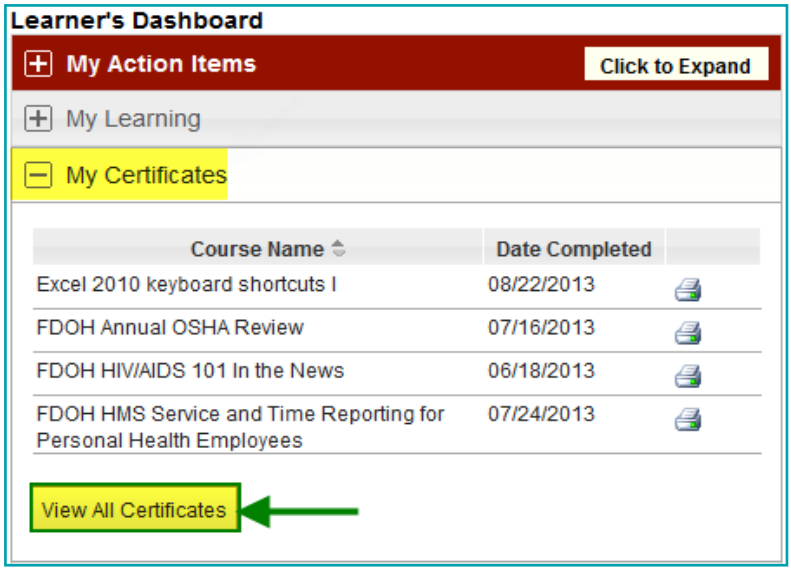
They will be listed with the Course Name and Date Completed for the course. You can sort the list alphabetically by course name, or by date completed ascending or descending, by clicking on the list title.

NOTE: If you do not see a course name, the course may not have a certificate assigned.



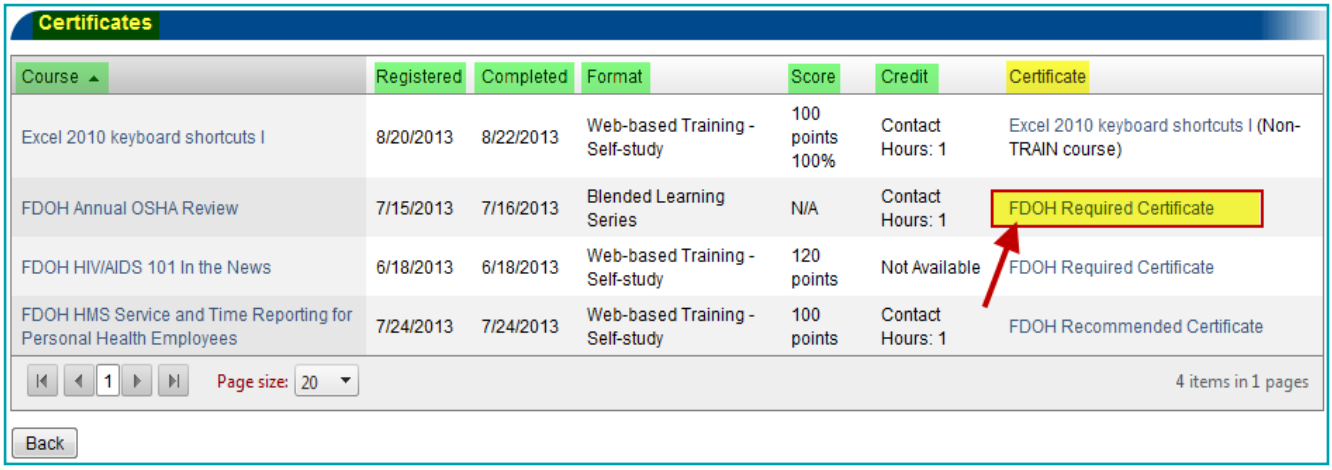
You can print your training certificates directly from this menu. Each certificate has a print icon located to the right of the completion date, click on the **print icon** and follow your local printing instructions.

Step 5: To access detailed information for your completed courses, as well as view, print or save your training certificates, click on the **View All Certificates** button.



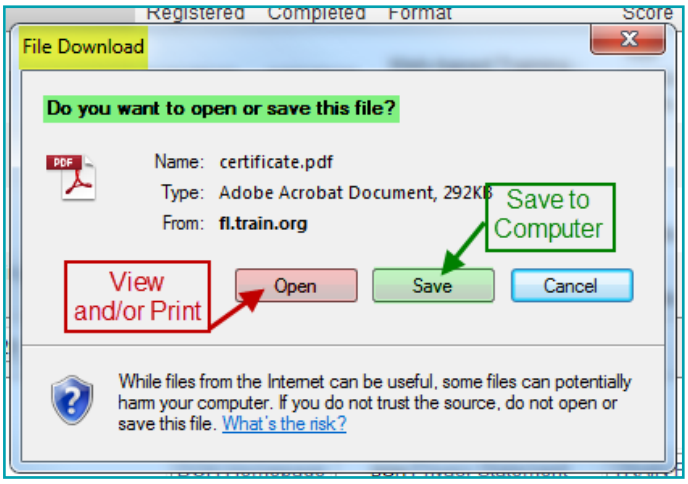
Step 6: You will be directed to the **Certificates** page.

This page will list the training certificates by **Course** title, and include course information such as the dates the learner **Registered** for and **Completed** the course, the **Format** of the course, the **Score** and **Credit** gained for the course, and the **Certificate** type assigned to the course. You are also able to access the Course Details page for each course, by clicking on the course title.



To view, save and print your training certificates as .pdf documents, click on the **certificate type title** in the row for your chosen course.

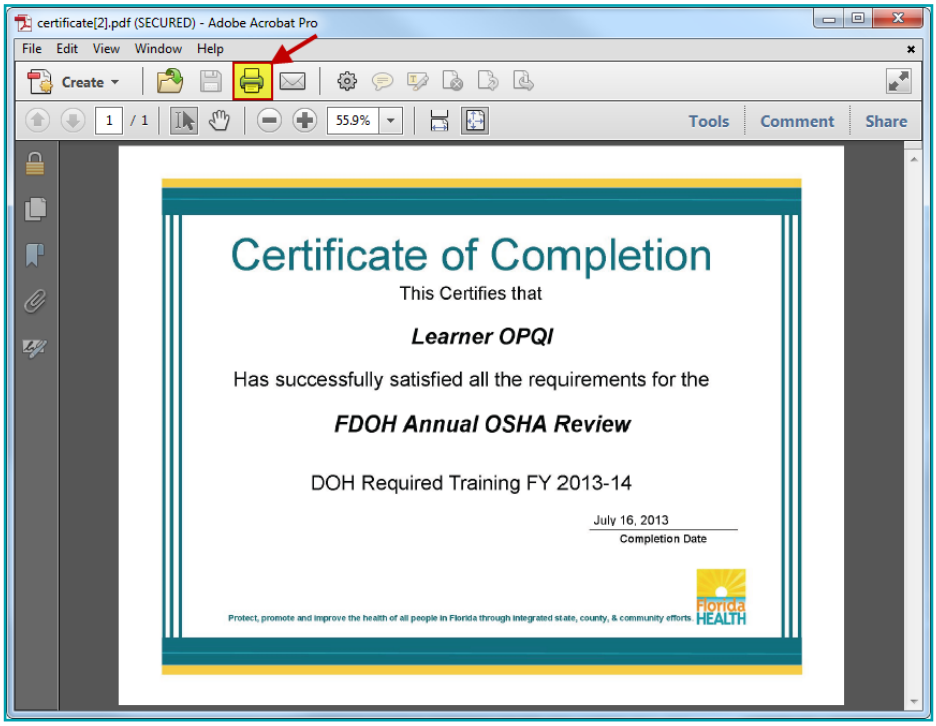
Step 7: After you click the certificate type title, a **File Download** pop-up window will open.



Choose your action by clicking either the **Open** button to view and/or print the .pdf certificate, or the **Save** button to save the certificate file to your computer.

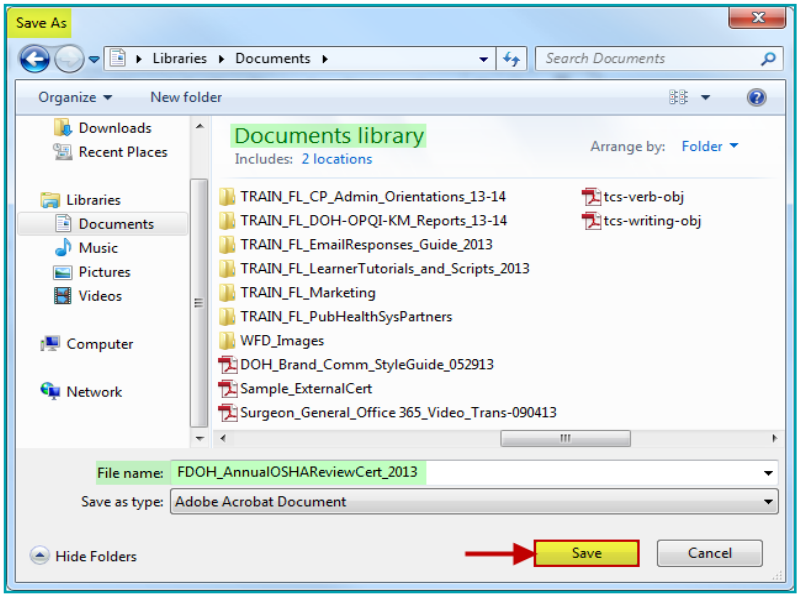
Step 8: If you choose to **Open** the certificate .pdf file, after you have clicked on the Open button, the certificate .pdf will open in a new window.

From this window you will only have the option to **view** and/or **print** this document. To print the certificate, click on the **print icon** in the menu bar, and follow your local printing instructions.



Step 9: If you choose to **Save** the certificate .pdf file, after you have clicked on the Save button, a **Save As** pop-up window will open.

From this window, navigate to the folder on your computer or network where you wish to save the certificate. Type the name of the certificate into the **File name** field, and click on the **Save** button. The certificate .pdf file will be saved, and can then be opened, printed or e-mailed as needed.



Please remember, if you do not see a certificate in your My Certificates tool, the course may not have had a certificate of completion assigned to it.

If you have any questions or concerns regarding locating, accessing, and managing the training certificates of completion for your completed TRAIN Florida courses, please contact your **Local TRAIN Florida Administrator**.