Print My Certificate

For documentation purposes, it is a good idea to have a copy of a certificate from an activity for your files. If the activity that you attend has a print certificate option, please follow these steps to print.

1. Log into your Frontline Education (My Learning Plan Account)

2. From the home page, the **"My Professional Development"** should have multiple sections with workshops that you have registered for listed under one:

   a. Completed
   b. Enrolled
   c. Incomplete Pending

3. To obtain your completion certificate, the course must be under the **Completed Section**

4. Click on the course **(blue activity link**) you are looking for

5. Towards the bottom of the page look for Actions

6. Click on Print Certificate

7. You should now be able to print or save your completion certificate

	Start Date	Activity Title	Credit Type
My Professional Development -			
Completed (6 Records)			
	12/12/2013	Nassau County Interagency Transition Teams	3.00 hr
	10/18/2013	Alternate Pathways and New Graduation Options for Students with Disabilities	3.00 hr
	10/22/2013	Transition Assessment to Inform the Development of the IEP	6.00 hr

The activity status dialog box opens with all information pertaining to that activity.

Actions	
View/Print Form ⓘ	Download Calendar File ⓘ
Print Enrollment Form ⓘ	Print Certificate ⓘ
Drop ⓘ	

Click on the print certificate link and a new window will open with a message "Click here to view/print the certificate". It will be in PDF format to print. If you do not have Adobe pdf. you may download **Adobe PDF reader for free from here.**