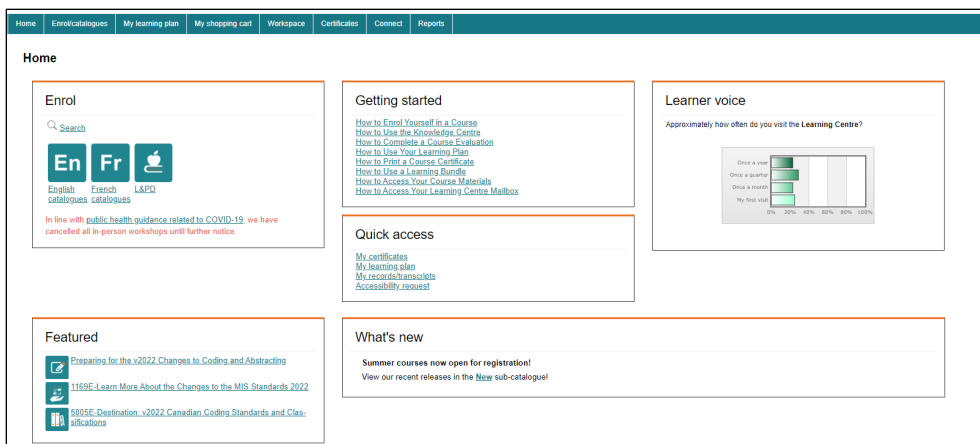# How to Print Your Course Certificate

CIHI awards you a certificate once you've successfully completed a course. There are 2 ways to access certificates:
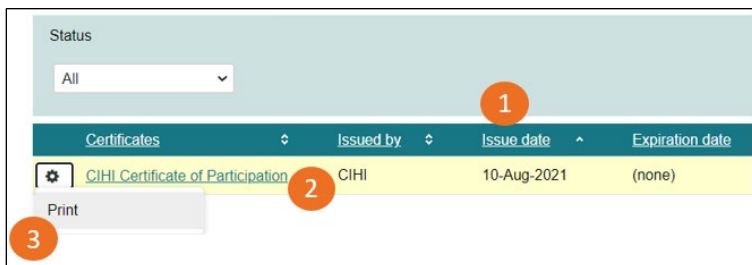
- From the Learning Centre home page
- From the *My records/transcripts* tab

Print from the Learning Centre home page

- Click **My certificates** in the *Quick access* pane.

- From the My certificates page, click the **Current certificates** tab and select **All** from the drop-down list. All of your available certificates will be displayed.
- To sort by newest or oldest issue date, click **Issue date (1)**.
- Click the **certificate name (2)** or select **Print (3)** from the cogwheel. The certificate will open in a new window.
- Type **Ctrl + P** or click the **Print** icon at the bottom of the page to print the certificate.
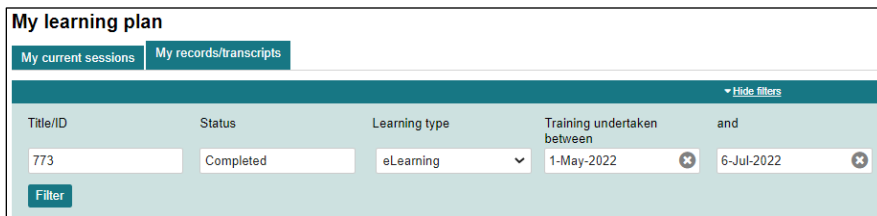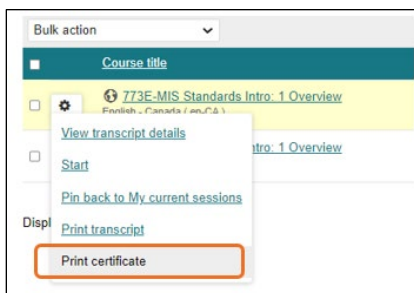
Print from the My records/transcripts page

From the Learning Centre home page, select the **My learning plan (1)** tab and then the **My records/transcripts (2)** tab.

- To find records or transcripts quickly, you can filter by any combination of the following:
  - Course number or title
  - Status
  - Learning type
  - Dates

- Once you have located the course, click the cogwheel and select **Print certificate.**

Need help? Got questions? Contact us at education@cihi.ca.

How to cite this document:

Canadian Institute for Health Information. *How to Print Your Course Certificate*. Ottawa, ON: CIHI; 2023.