



A program managed by the National Safety Council

## Saving a Certificate of Completion from CEUs earned on [cpsboard.org](https://cpsboard.org)

1. Visit [cpsboard.org](https://cpsboard.org).
2. Log into your profile.
3. Visit [cpsboard.org/recertification](https://cpsboard.org/recertification) to find CEU offerings.
4. Select and watch a webinar.
5. Complete the corresponding quiz for the webinar.
  - You must be logged into your [cpsboard.org](https://cpsboard.org) profile in order to take the quiz.
6. A certificate of completion will be generated when the quiz is successfully completed.
  - To save a copy of your certificate, click “Print” and choose “Save as PDF” as the printing destination.

The screenshot shows a 'Completion Certificate' form on the left and a print menu on the right. The certificate form includes the following fields:

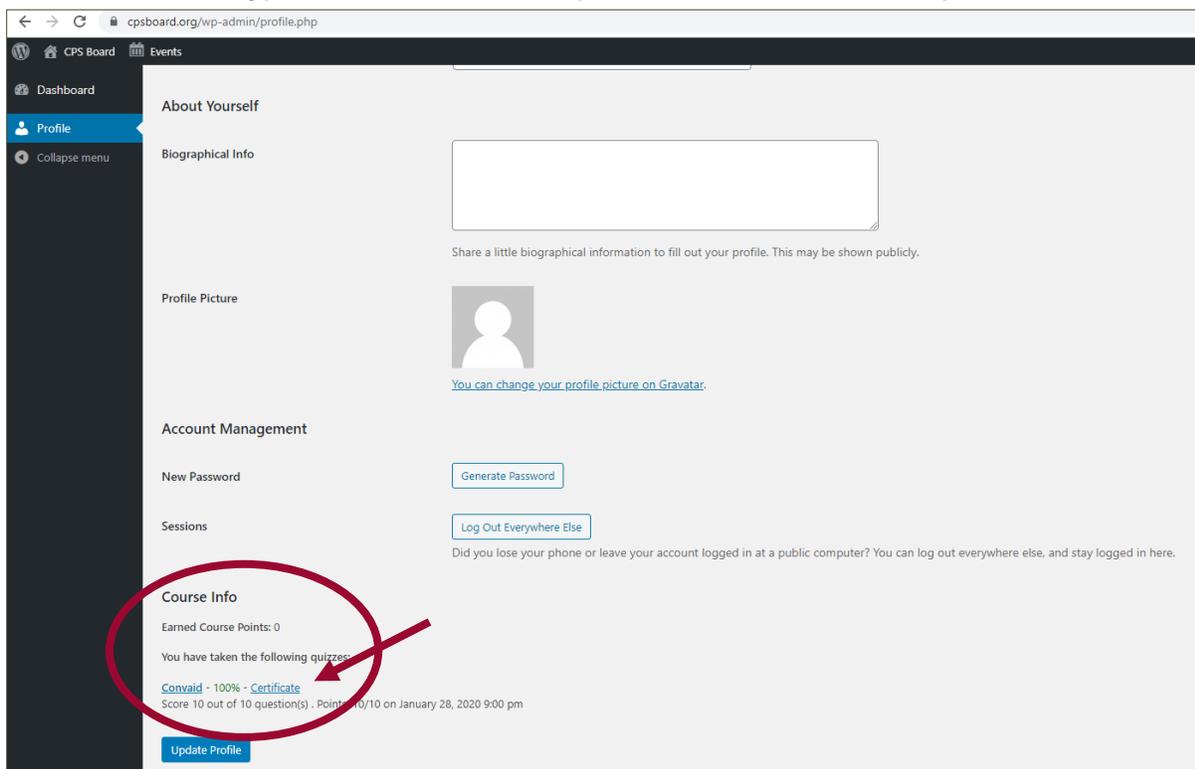
- Technician Name
- has successfully completed
- Webinar Name
- January 28, 2020 (COMPLETION DATE)
- 1 (CONTINUING EDUCATION UNITS)
- Cert # (CERTIFICATION NUMBER)

Below the form, a disclaimer reads: "This Completion Certificate must be maintained with your CPS recertification records. No electronic record of course completions is kept. If this Completion Certificate is lost, you will have to retake the online session quiz."

The print menu on the right shows the 'Destination' dropdown menu is open, with 'Save as PDF' selected and circled in red. Other options in the menu include 'Print' and '1 page'. The 'Pages' dropdown is set to 'All' and 'Pages per sheet' is set to '1'. 'Save' and 'Cancel' buttons are at the bottom right of the print menu.

## 7. The certificate of completion also is saved in your [cpsboard.org](https://cpsboard.org) profile.

- Click on “**Howdy, [your name]**” in the top right-hand corner to go to your [cpsboard.org](https://cpsboard.org) profile. If you have logged out of your profile, you will need to log back in at this time.
- Scroll to the bottom of the **Profile** page to the **Course Info** section.
- You will find a hyperlink to the certificate of completion for any quizzes successfully completed.
- Click the hyperlink to save and/or print the certificate of completion.



## 8. Remember to enter the CEUs earned into your Safe Kids Certification account.

- Visit [cert.safekids.org](https://cert.safekids.org).
- Log into your Safe Kids Certification account.
- Click on **Add/Review CEUs**.
- Click on **Enter Hours**.
- Follow prompts to enter the CEU information under **Category 4: Online/Web Sessions**.

Questions? E-mail [secretariat@cpsboard.org](mailto:secretariat@cpsboard.org).