



NATIONAL
**CHILD PASSENGER
SAFETY** BOARD

A program managed by the National Safety Council

How to print or save a completion certificate for CEUs earned on cpsboard.org

1. Visit cpsboard.org.

- CEU completion certificates are saved in your cpsboard.org user account.

2. Log into your cpsboard.org user account.

3. Click on “Howdy, [your name]” in the top right-hand corner to go to your cpsboard.org user account page.

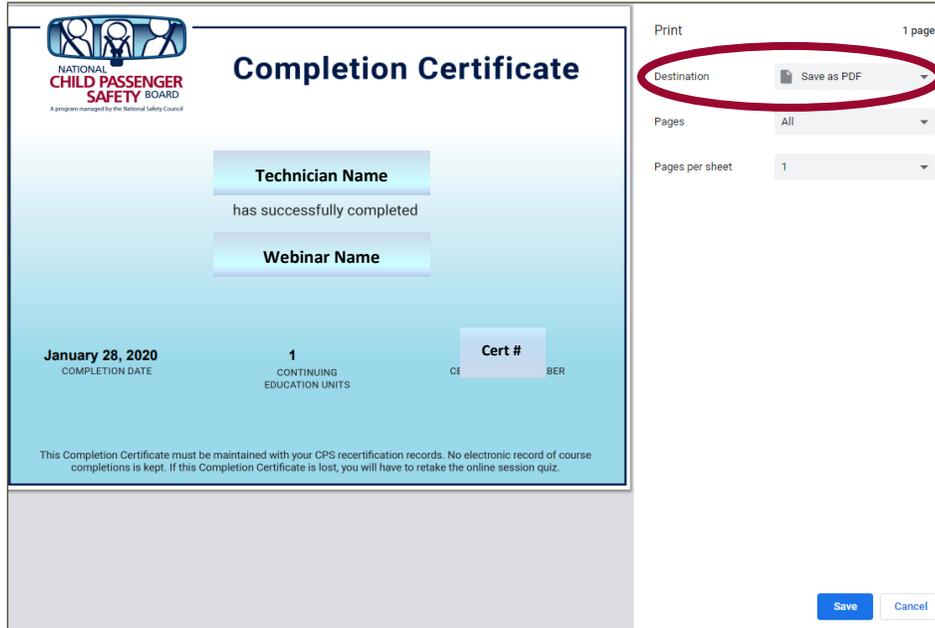
4. Scroll to the bottom of the Profile page to the Course Info section.

- CEU completion certificates for any CEU quizzes completed on cpsboard.org are found here.

The screenshot shows the user profile page on cpsboard.org. The left sidebar contains navigation links: Dashboard, Profile (selected), and Collapse menu. The main content area is titled 'About Yourself' and includes sections for Biographical Info, Profile Picture, Account Management, and Course Info. The Course Info section is circled in red and contains the following text: 'Earned Course Points: 0', 'You have taken the following quizzes:', and a list of quizzes. One quiz is listed as 'Convalid - 100% - Certificate' with a score of 'Score 10 out of 10 question(s) . Points: 10/10 on January 28, 2020 9:00 pm'. A red arrow points to the 'Certificate' link. Below the Course Info section is an 'Update Profile' button.

5. Click Certificate for the CEU webinar to print or save the CEU completion certificate.

- To print a copy of the CEU completion certificate, click “Print” and choose your printer as the printing destination.
- To save a copy of the CEU completion certificate, click “Print” and choose “Save as PDF” as the printing destination.



6. Remember to enter the CEUs earned on cpsboard.org into your Safe Kids Certification profile.

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

Questions? Email secretariat@cpsboard.org.