Child Passenger Safety Learning Portal
How-To Guide-Downloading and Printing a Completion Certificate
Earned on the Learning Portal

Download Completion Certificate

1) Login using your existing Learning Portal credentials.

Download Completion Certificate

1. Download your completion certificate.

- From the Dashboard, select **My Certificates**.
- Click the Download button associated with your certificate.

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2) Your certificate will download according to the settings of your computer as a pdf.
3) Locate the file and print the certificate or save it in a folder of your choice.

Questions?

Contact training@cpsboard.org with any questions.