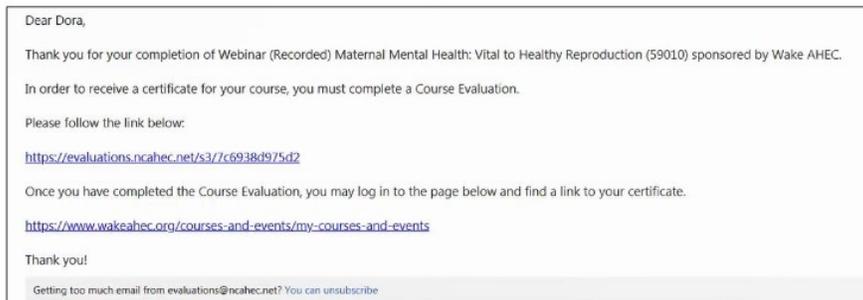


A NEW WAY OF RECEIVING & ACCESSING YOUR CONTINUING PROFESSIONAL DEVELOPMENT EVALUATIONS & CERTIFICATES

Each step is described and includes screenshots.

1

After completing your CPD course, you will receive an email with the link to your evaluation. This will be sent to you 3-7 business days after the course. Click on the link and proceed to the evaluation.



2

Once you submit the evaluation a button will appear under **My Courses and Events** that says “Request Certificate”. If you do not see this, please refresh your browser (or you may use the link to “Request Certificate” that is included at the bottom of the evaluation).



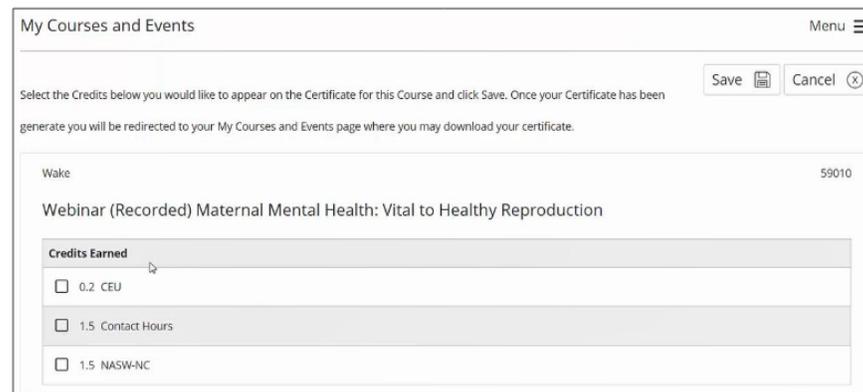
3

After clicking on “Request Certificate,” you will be prompted to select the type of credit(s) that you would like displayed on your certificate(s). The selection shown is based on the credit that you selected when you registered for the course. After making your selection click “SAVE” in order to generate your certificate(s).



4

Once your certificate has been generated, you may click the “Download Certificate” button to view, save, or print your certificate.



Once you have downloaded your certificate you can go back and make copies when you need to.



Have trouble creating your certificate or chose the wrong credit?
Reply to your initial evaluation email or contact
SEAHEC Customer Service at paula.studebaker@seahec.net

