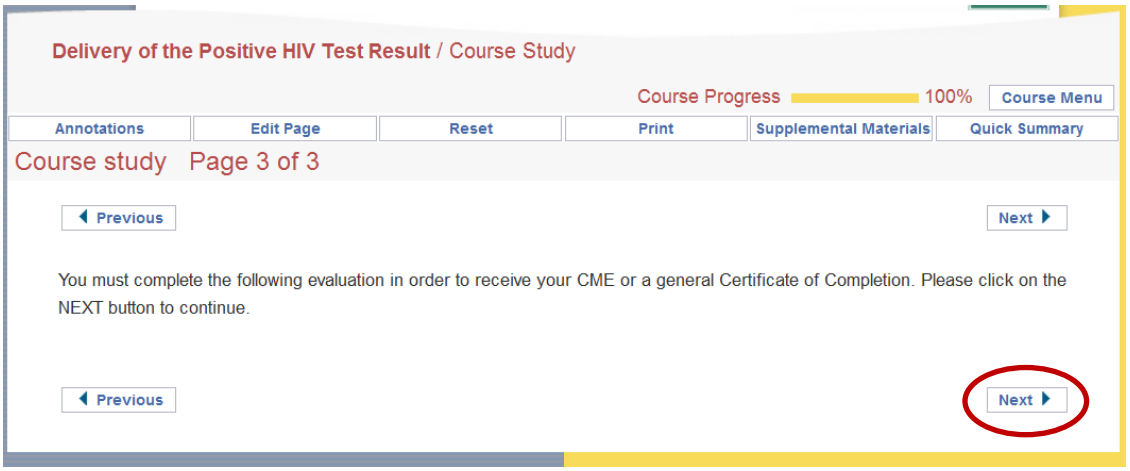
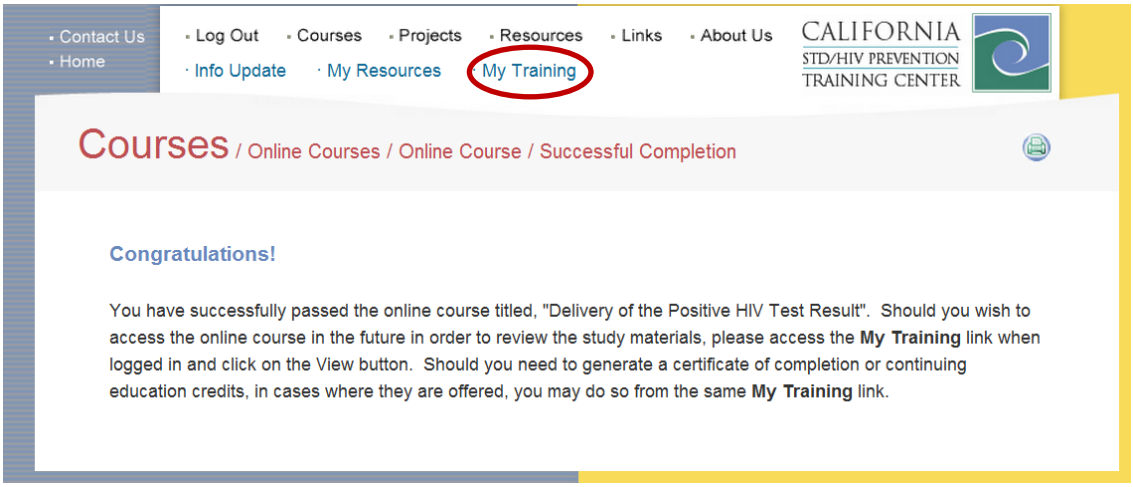
How to Print Out Your CME or General Certificate of Completion

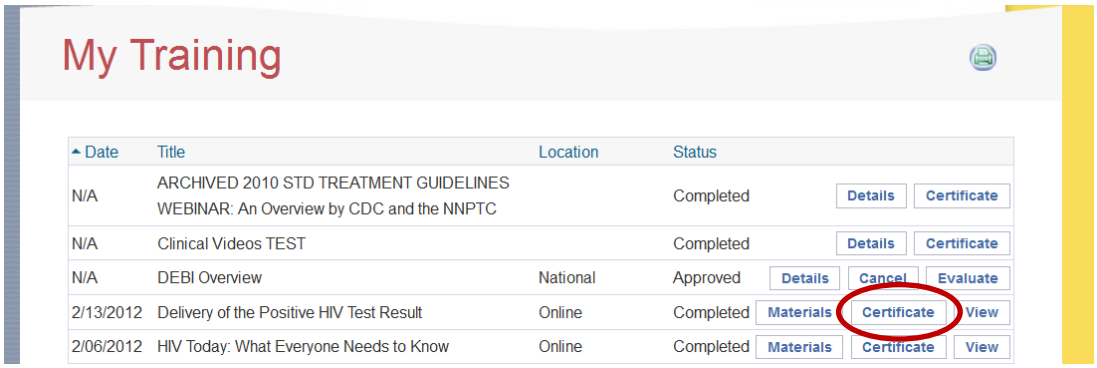
1. After completing a quiz in the course window, you will be directed back to our website. On the website, select the Next button and you will be directed to an online evaluation which must be completed in order for you to receive your certificate.



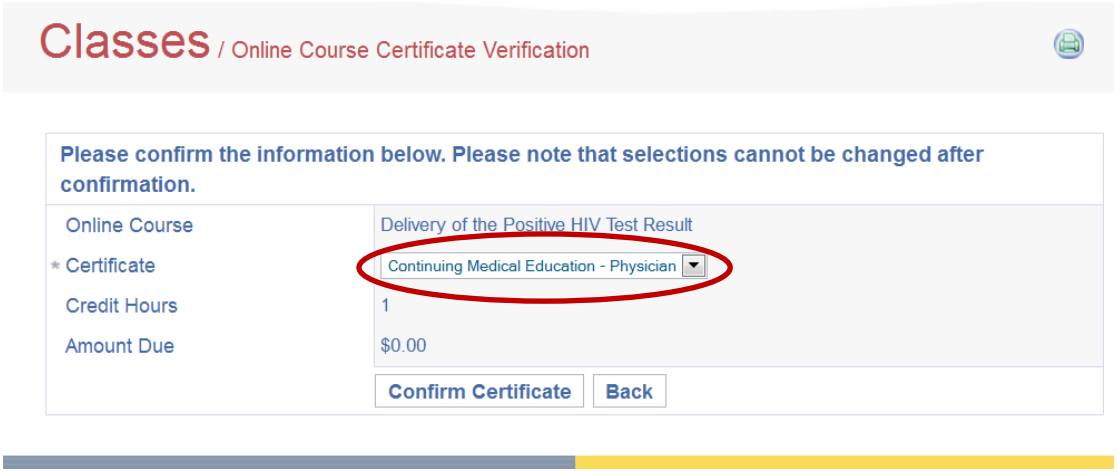
2. After completing the evaluation, you will be directed to the "Congratulations!" page. Select My Training from the top of the screen and you will be directed to a list of courses that you have registered for and/or completed.



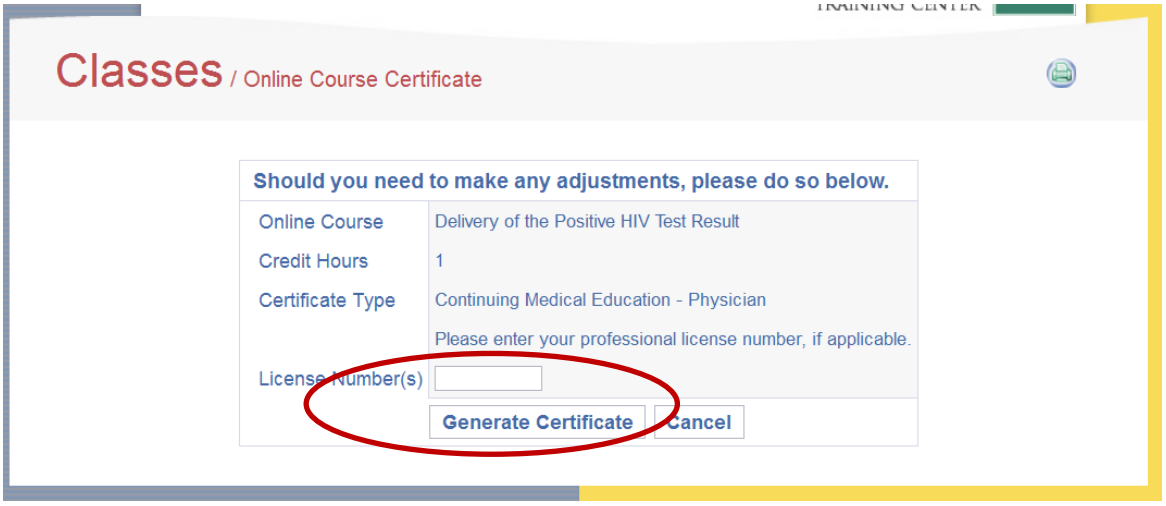
3. Select the Certificate button next to the title of the course.



4. At the next screen, select your certificate type from the drop down menu. Then click on the Confirm Certificate button.



5. Enter your professional license number, if applicable, and select Generate Certificate to print.



If you need additional assistance, please contact us at captc@ucsf.edu or 510-625-6000.