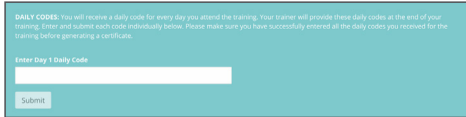
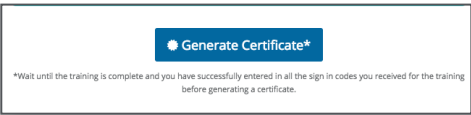
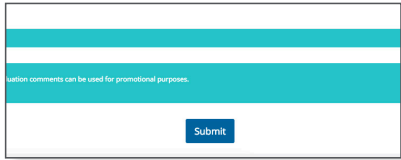
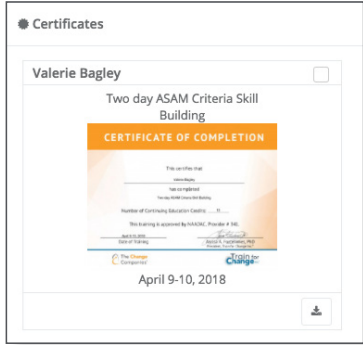


## Generating Your Certificate

	<ol style="list-style-type: none"> <li>1. At the end of your training, you will be provided with <b>Daily Codes</b> for all days that you attended the event. These codes, and the online training evaluation, confirm your attendance and allow you to access your <b>Certificate</b>.  Enter your <b>Daily Codes</b> by logging in to your account at <b>www.trainforchange.net</b> and typing the sign-in code for each day in the field provided under the event. You will enter a different sign-in code for each day that you attended. Enter one code at a time and click <b>Submit</b> after each entry.</li> </ol>
	<ol style="list-style-type: none"> <li>2. Once all sign-in codes have been entered, click on the <b>Generate Certificate</b> button that appears beneath the <b>Daily Code</b> window. This will redirect you to an evaluation form – the final requirement before being able to access your <b>Certificate</b>.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Fill out all the required fields on your evaluation form, then hit <b>Submit</b>.</li> </ol>
	<ol style="list-style-type: none"> <li>4. You will be redirected to the <b>Certificates</b> page. This page can also be accessed by clicking on the <b>Certificates</b> button in the left-hand column of your screen after login.</li> <li>5. Here, you will see a certificate icon for all trainings you have completed with Train for Change®. Click on the <b>Download</b> icon in the bottom right-hand corner of the training certificate you would like to generate. A PDF of your certificate will begin downloading immediately.</li> <li>6. If at any time you need to re-download your certificate, simply log in to your account, click on the <b>Certificates</b> button in the left-hand column of your login screen, and repeat the process above.</li> </ol>

### Please note:

- Internet Explorer is incompatible with this process. If you're having issues, please try Chrome, Firefox or Safari internet browsers.
- Certificates can only be generated on computers. They will NOT download on mobile devices like smartphones or tablets.