



Print a Completion Certificate from the Personal Homepage

1. Log in to your FPC account.
2. For account administrators, click on **Personal Home** in the top right-hand corner of the screen. *Trainees will be taken directly to their personal home page upon logging in to their account. You will see a list of your current classes.*
3. Click on the name of the completed course you wish to print the certificate for.
4. Click on **certificate** underneath the course name. *You will be taken to the certificate page.* There are two ways to print the certificate: **Print** (without saving) and **View PDF to Save and Print**.
5. Click on the print option of your choosing. You also have the option to **Send to Certifier**.