

HOW TO PRINT YOUR CERTIFICATE

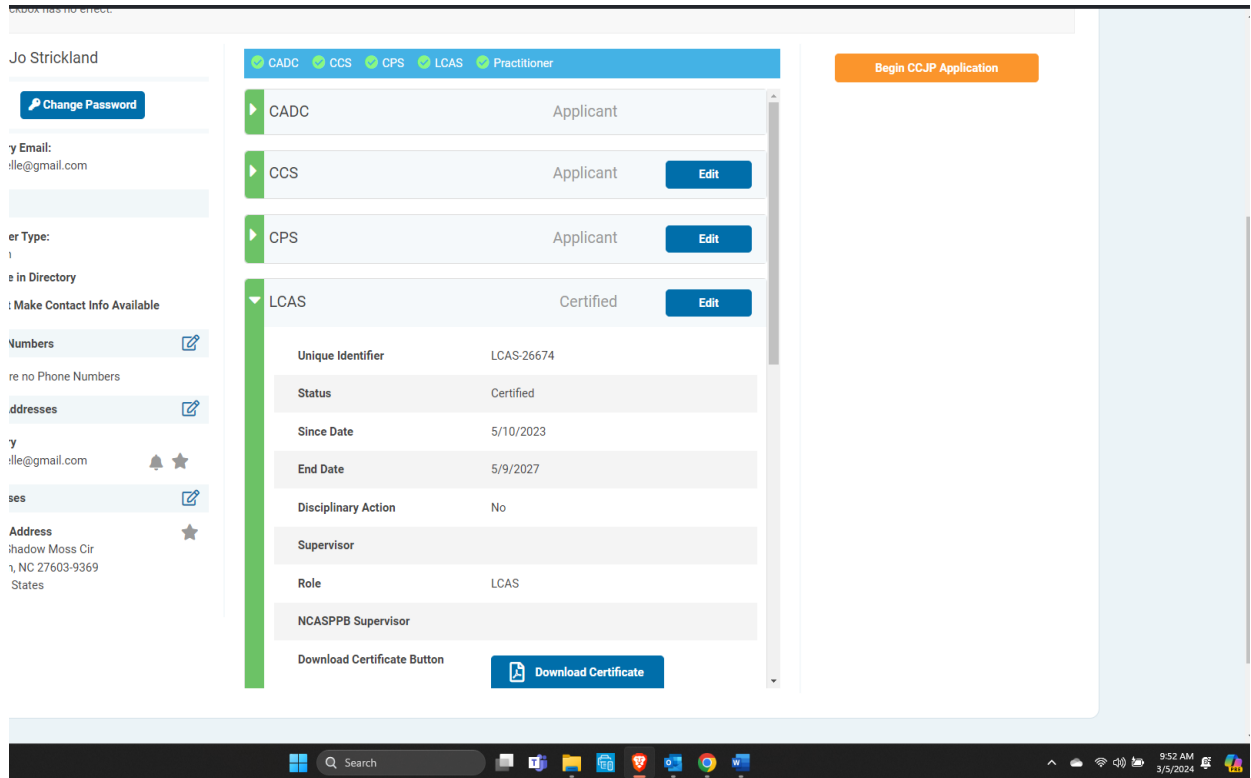
- Log into your LearningBuilder account.
- Click on “My Account” in the top right corner.
- You will be on your “Account Details” page.

The screenshot shows the 'Account Details' page for Donna Strickland. The top navigation bar includes the PPB logo, the user's name 'Welcome Donna Strickland!', the current cycle 'Cycle: CADC | 8/15/2023 - 8/14/2024', and links for 'Tasks', 'My Account', and 'Logout'. Below the navigation bar, there is a 'Supervisor Search' section. The main content area is titled 'Strickland: Account Details' and features a sub-navigation bar with 'Details', 'All Learning Plans', 'Tasks', 'Payment History', 'Communications', 'Library', and 'Change Password'. A note states: 'If you are an LCAS, CCS or CSI, you can include your email address in our public directory by clicking the Edit Status icon and checking the **Make Contact Info Available**. Note: The Do Not Include in Directory box has no effect.' The user's profile information for Donna Strickland is shown on the left, including a 'Change Password' button, email address '@gmail.com', and a 'Make Contact Info Available' checkbox. The central part of the page displays a list of roles with their status and an 'Edit' button for each:

Role	Status	Action
CADC	Applicant	
CCS	Applicant	Edit
CPS	Applicant	Edit
LCAS	Certified	Edit
Practitioner	Active	Edit

On the right side of the page, there is an orange button labeled 'Begin CCJP Application'. The Windows taskbar at the bottom shows the time as 9:51 AM on 3/5/2024.

- Click on the green arrow to the left of the certificate you want to print.



- Click on “Download Certificate”.
- Print certificate.