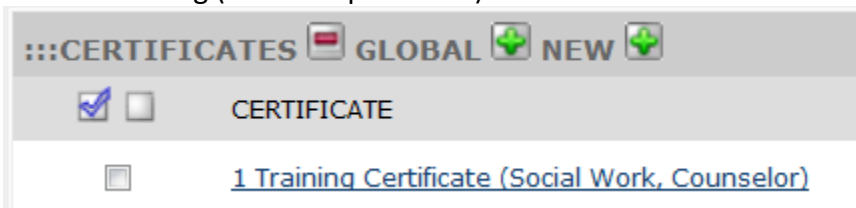


## Identifying Session Certificates & Preparing Certificates for Guests

1. Go to the session's Surveys & Certificates tab
2. In the Certificate section, you will see the number and name of the certificate approved for this learning (see example below)



3. Go to Sharepoint and log in with your RTCs login and password
4. Go to the AA-Certificates folder and locate the certificate you need

Ohio Child Welfare Training Program > Shared Documents > AA-Certificates

### Shared Documents

Share a document with the team by adding it to this document library.

New ▾ Upload ▾ Actions ▾			View: All Documents ▾		
Name	Modified	Type	Content Type	File Size	
10-Counselor	3/29/2013 3:52 PM		Document	95 KB	
11-Social Work	3/29/2013 3:52 PM		Document	95 KB	
12-Social Work, Ethics	3/29/2013 3:52 PM		Document	95 KB	
13-Social Work, Supervision	3/29/2013 3:52 PM		Document	95 KB	
14-Social Work, Distance Learning	3/29/2013 3:52 PM		Document	95 KB	
15-Social Work, Distance Learning, Supervision	3/29/2013 3:52 PM		Document	94 KB	
16-Social Work, Ethics, Distance Learning	3/29/2013 3:52 PM		Document	94 KB	
17-Social Work, Ethics, Supervision	5/10/2013 2:47 PM		Document	95 KB	
18-Social Work, Ethics, Supervision, Distance Learning	5/10/2013 2:47 PM		Document	95 KB	
19-Counselor, Ethics	3/29/2013 3:52 PM		Document	95 KB	
1-Social Work, Counselor	3/29/2013 3:52 PM		Document	96 KB	
20-Counselor, Supervision	3/29/2013 3:52 PM		Document	95 KB	
21-Counselor, Distance Learning	3/29/2013 3:52 PM		Document	95 KB	

5. Save the certificate to your computer
6. The first field you complete (Attendee's First Name) will be highlighted in blue. Type in the attendee's first name. Tab to the next field and continue entering data until the certificate is complete. If you are sending the certificate electronically to a guest, **save the certificate as a PDF document** prior to sending it to the participant.