

## Instructions for obtaining certificate of completion from [CDC TRAIN](#)

### [New site:](#)

- Create a free account
- Click on “Course Catalog” and type “applying best practices” into the search box near the top
- Click on the course name then click on the green “+ Register” tab on the course page, then click OK to confirm registration in the pop-up
- You may get a message that says you need to complete your profile. If so, click “Go to profile”
- Fill in required fields, save, then click “close”
- Once back at the course page, click again on “+ Register” then click OK
- Choose the credits you want; if you are not seeking continuing education credits, choose “none,” then press the “OK” button.
- Click “launch” to go directly to the course page; if you have already taken the course and want to get to the assessment, click “Mark Completed” and then “OK” in the pop-up box. Green box will change from “Launch” to “Assessment”
- Click “Assessment”
- Answer the 5 questions and then click Close
- Click “Take Evaluation”
- Answer questions and then click Close
- On course page, click “Print Certificate” and either open or save the pdf certificate

### [Classic site:](#)

- Create a free account
- Search for the course by typing in “applying best practices” in to the search box near the top
- Click on the course name then go to the third tab “Registration” on the course page
- Choose the credits you want; if you are not seeking continuing education credits, choose “none,” then press the “Launch” button. If you have already taken the course, you can ignore the training that will open.
- Return to your home page and open the “My Learning” tab.
- Click on the course name.
- Click the “Complete” button. This will take you to a page with the assessment or an option to withdraw.
- Click the “Assessment” button. The posttest may open in another tab or window.
- Complete the posttest, and complete the evaluation that follows.
- When these are complete, go back to the home page
- Open the “My Certificates” tab; the course should be listed
- Click on the printer icon and either open or save the pdf certificate.

For screen shots on how to access the course or create an account see the following pdf files:



CDCTrain\_Instructions\_Accessing\_Courses.pdf



How\_to\_Create\_an\_Account\_in\_CDC.pdf