



## **Virginia Guardian Training:** **How to Print or Save Certificate of Completion**

You are encouraged to maintain a copy of the certificate of completion for your records.

Below are steps to follow to either print the certificate or save it electronically. As a reminder, guardians will indicate their training status on the “Report of Guardian for an Incapacitated Person” form.

**Step #1:** When the user reaches the Conclusion section, the user will be led to the Certificate of Completion. The user will enter their first and last name and the date they completed the course in the designated boxes. Next click “SUBMIT.”

**Step #2:** The certificate of completion will populate with the information from Step #1.

To print the certificate: Click the “Print Certificate” button in the top left corner and proceed by choosing the printer you wish to use to print. Click “Print.” *Note: You will need access to a printer for this option.*

To save the certificate electronically:

If you are using a Windows PC- Click the “Print Certificate” button. Under printer, choose “Microsoft Print to PDF.” Click “Print.”

If you are using a Mac- Click the PDF button or click ▼ to open the PDF pop-up menu. Choose “Save as PDF.”

You may also take a screenshot with your computer or smart device or take a picture of the certificate.