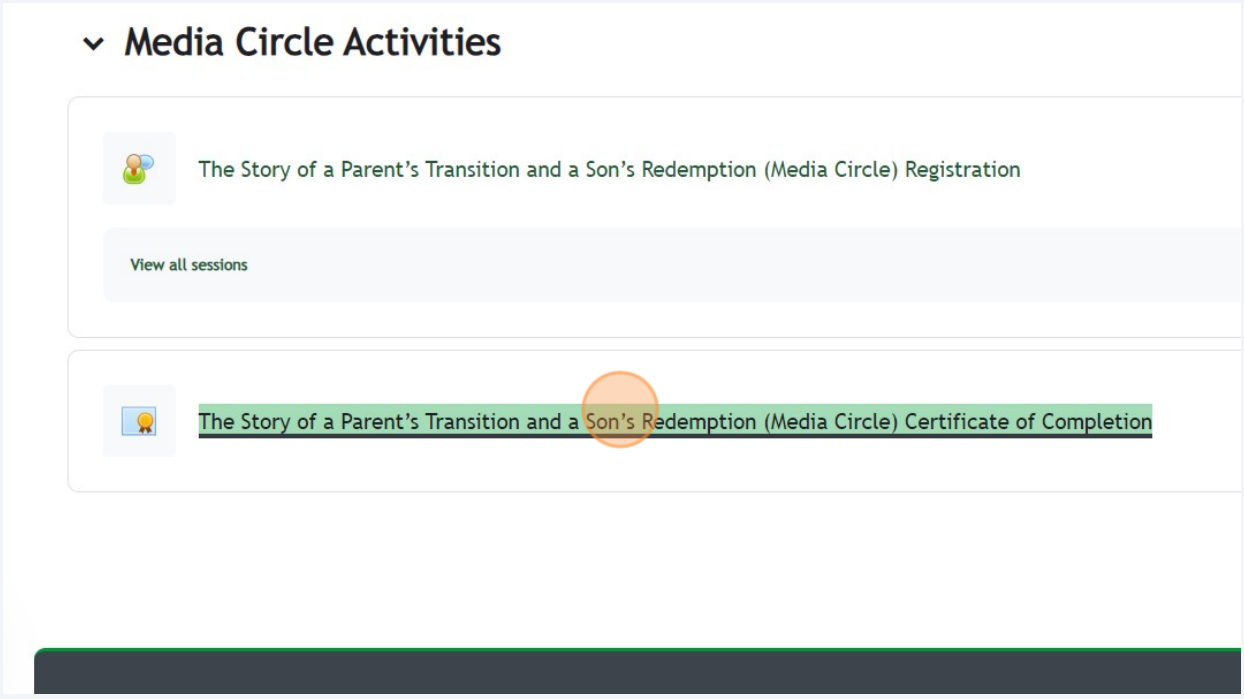
# Download a Certificate of Completion

COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

There are two ways to access and download certificates: through the course and through your profile. You must download the certificate the first time through the course, then it will populate in your profile.

1 Navigate to the course whose certificate you need to download. Choose the tile **After Your Seminar** or **After Your WBT** and select the **Certificate of Completion**.

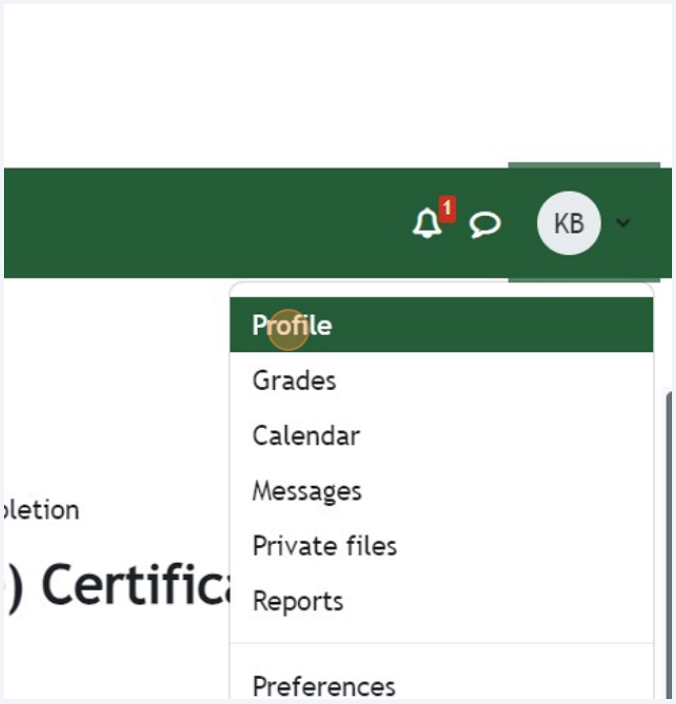


2 Click **View certificate**.

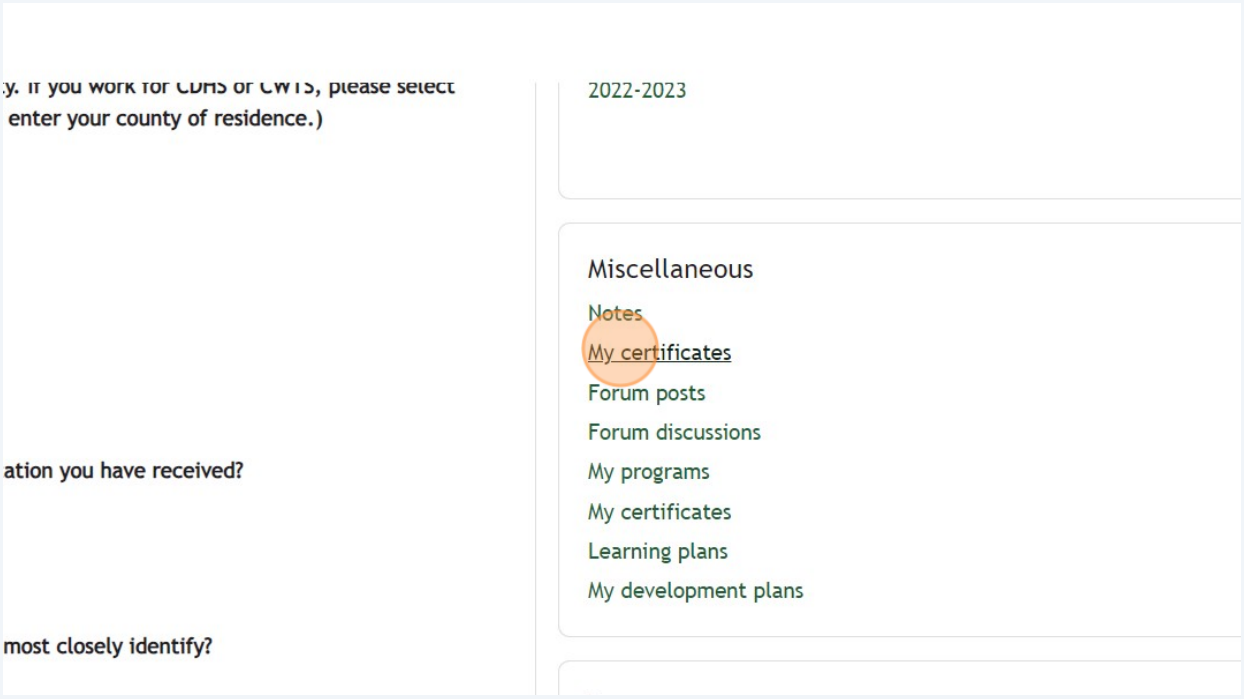
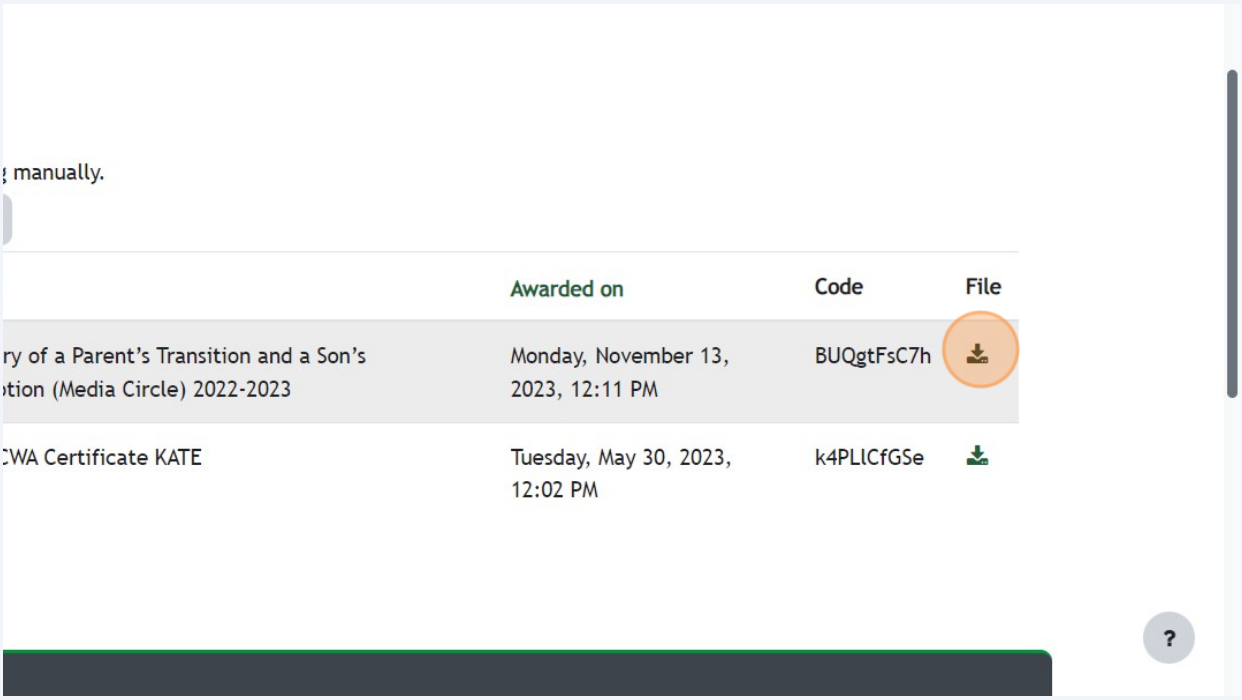
3 A new window will open with your certificate. Download it. Then click your browser's **Back** button.

4 Now that you have added your certificate to your collection, you can access it (and all previously downloaded certificates) through your profile. First, select your initials or picture in the upper-right corner.

5 Select **Profile** from the dropdown.




6 Under **Miscellaneous**, click **My certificates**.



7 Click the **Download** button for the certificate you need to access. It will save to your Downloads folder.