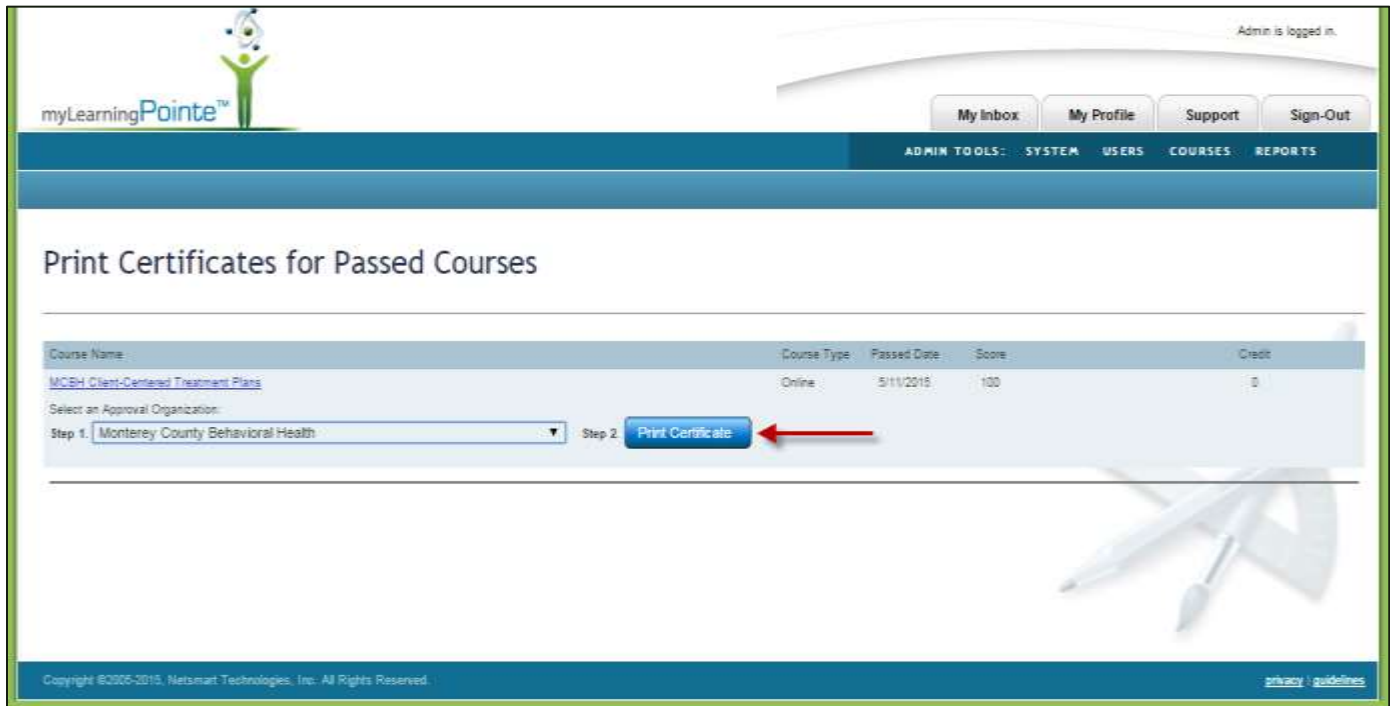


myLearning POINTE – Print Certificate for completed Courses

When passing a course a certificate will appear in your [My Certificates](#) under [Communication Center](#). Click the [Print Certificate](#) button to print a copy of your certificate.



Admin is logged in.

My Inbox My Profile Support Sign-Out

ADMIN TOOLS: SYSTEM USERS COURSES REPORTS

Print Certificates for Passed Courses

Course Name	Course Type	Passed Date	Score	Credit
MCBH Client-Centered Treatment Plans	Online	5/11/2018	100	0

Select an Approval Organization:

Step 1: Step 2: [Print Certificate](#)

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MONTEREY COUNTY CALIFORNIA 1850

:: Communication Center ::

- [Welcome Message](#)
- [My Certificates](#)
- [My Elective Courses](#)
- [My Passed Online Courses](#)
- [My Transcript](#)

:: Administrator Tools ::

- [Admin's User Group](#)
- [Post an alert](#)

Tip:

If you misplace a certificate, it can always be opened and printed again from the [My Certificates](#) option in the [Communication Center](#).

All passed courses are available for review by clicking the [My Passed Courses](#) link in the [Communication Center](#). Once a course is successfully completed, it will no longer appear in the My Training section of your inbox.