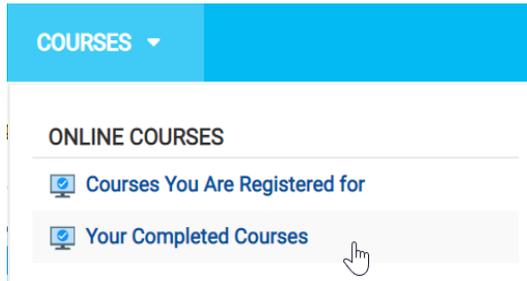


Downloading your training certificate

- 1) In the **Your training activities** section of your [online file](#), click on one of the e-learning activities you have recently completed. You will be redirected to the e-learning portal.
- 2) In the e-learning portal menu, first click on **Courses**, then on **Your completed courses**.



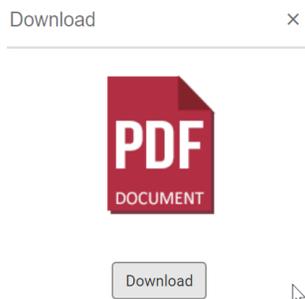
- 3) Access one of the courses you have completed and click on **Course completed on [date]**.



- 4) The list of completed courses will appear. Under the title of the chosen course, click **Download the certificate**.



- 5) Click on **Download**.



- 6) Your certificate will open in a new tab in your web browser. You can download the PDF or print it by using the icons located in the top right corner of your screen.



Should you have questions, please do not hesitate to contact us by phone at 514-288-3256, extension 2605 or toll-free at 1-800-363-4688, or by email at dp@cpaquebec.ca.