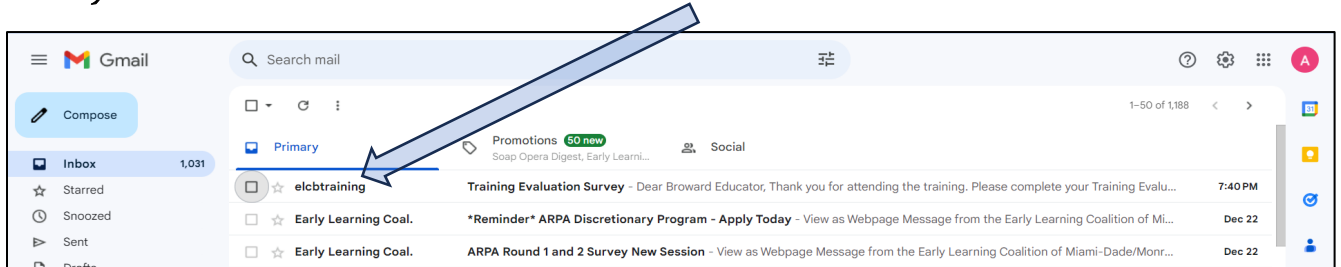
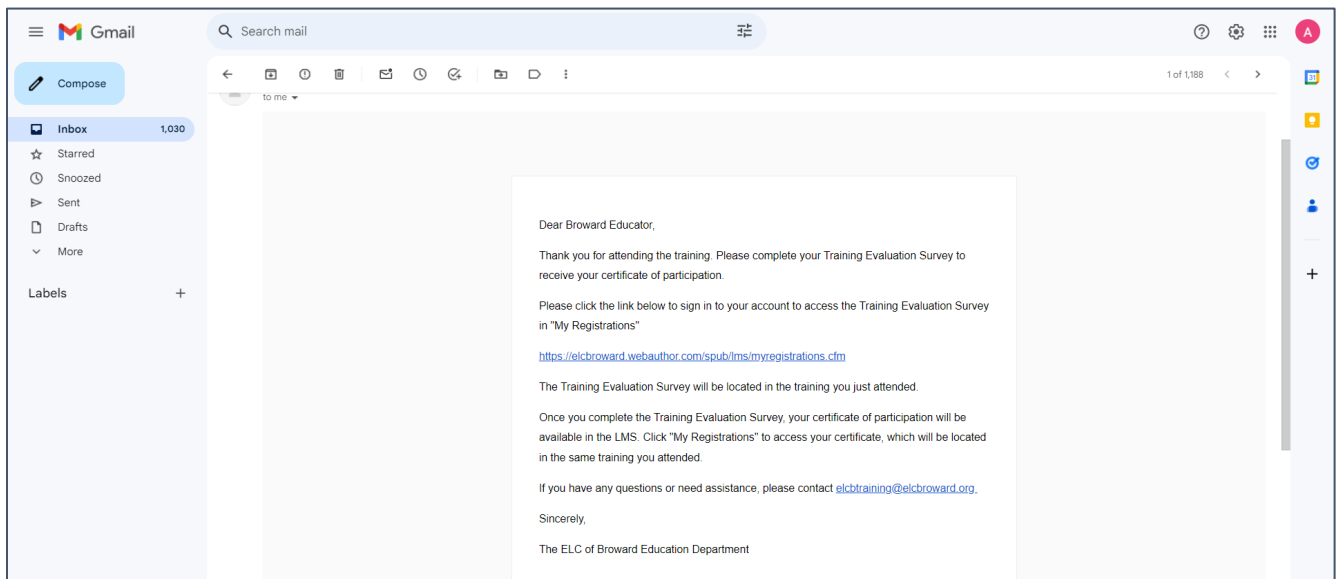


Access your certificate from ELC's – LMS (Learning Management System)

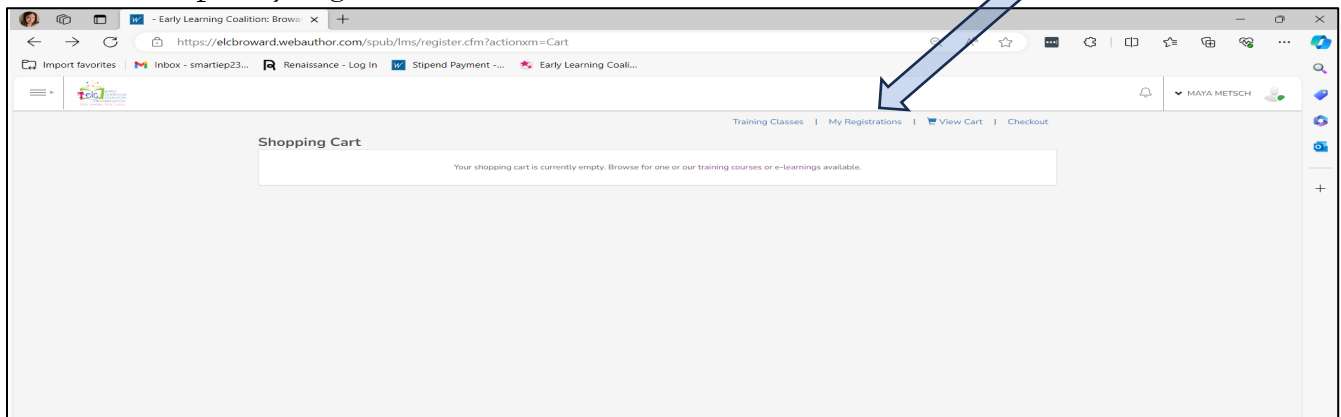
Within **48** hours of the training, you will receive an email from elcbtraining@elcbroward.org, notifying you to complete a *Training Evaluation Survey*.



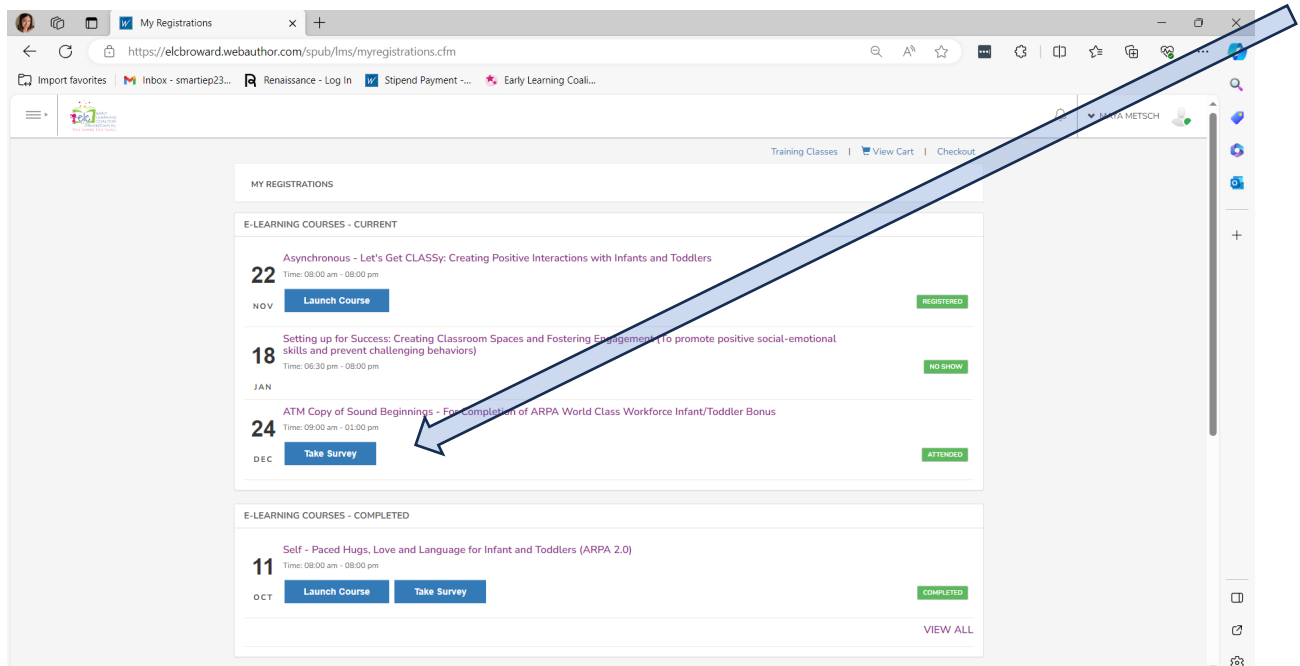
The email will give you instructions. Sample below.



Click on the top – My Registrations

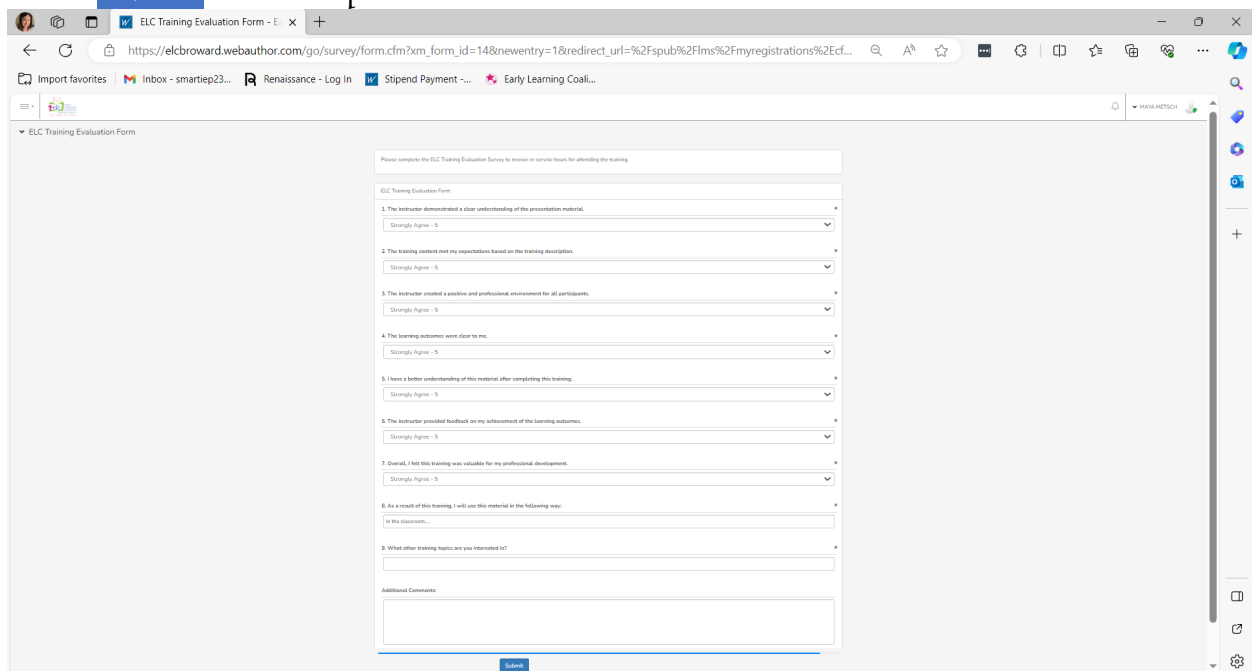


Your training history will be displayed, choose the training you just attended and click the blue box to **Take Survey**.

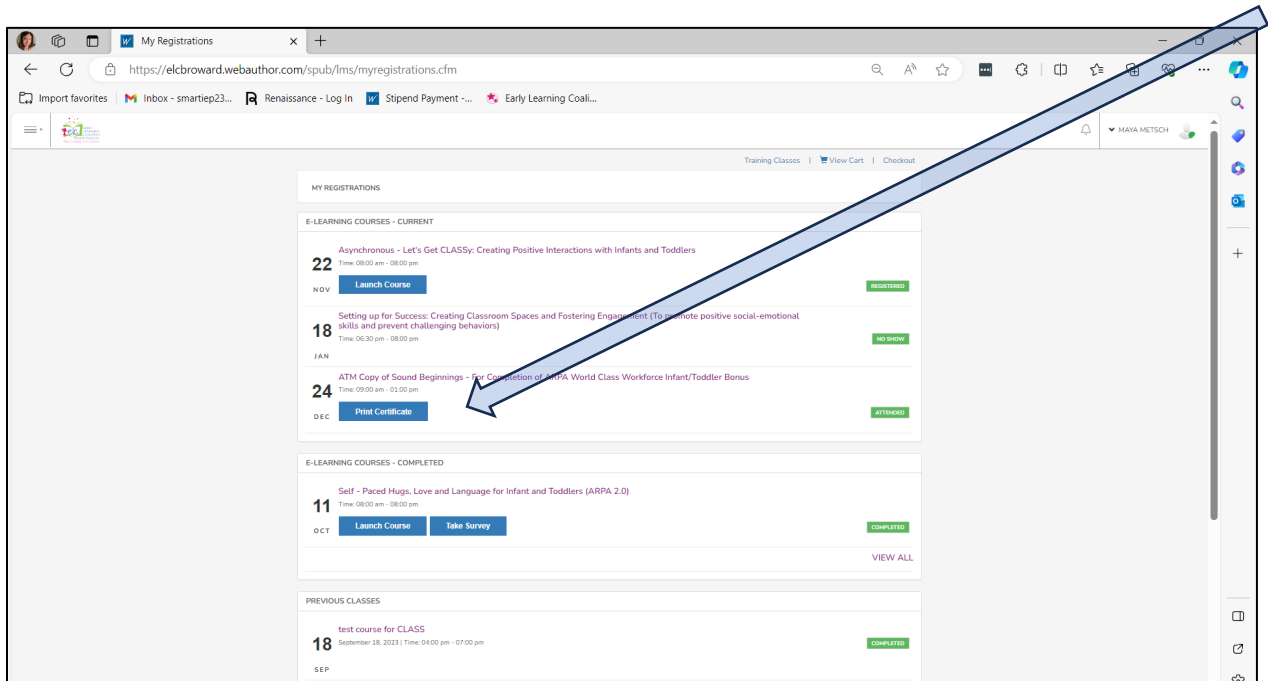


The survey is 8 questions that you **must** answer. Sample below.

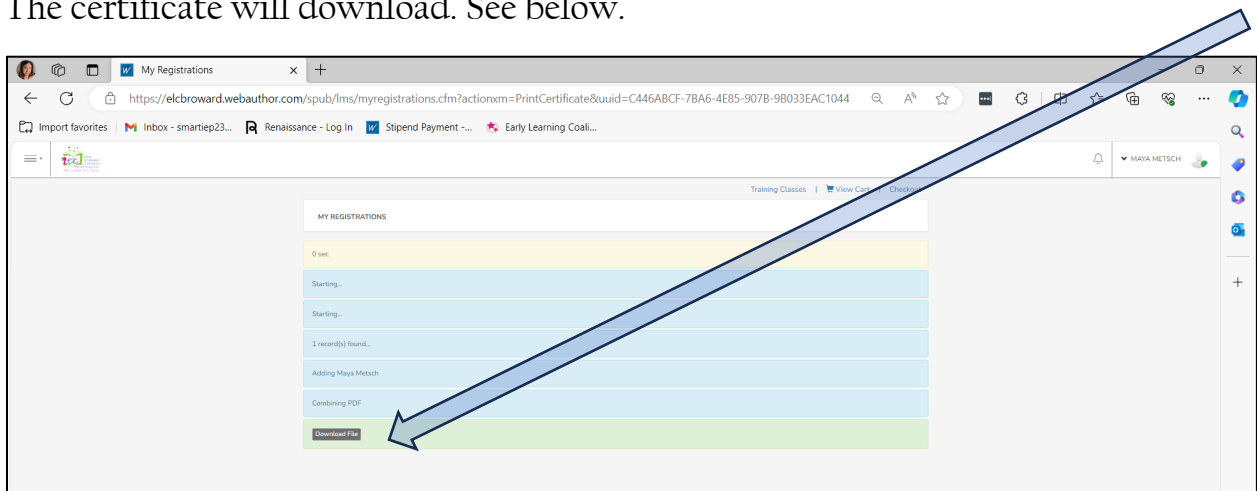
Click **submit** once all questions are answered.



You will return to the My Registration page. The blue button updated to **Print Certificate**



The certificate will download. See below.



Click the grey box **Download File** and the certificate will be downloaded.

Save to your computer so it can be uploaded to ELC's Payment System.



Training can be used for your annual in-service hours.