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

Within 48 hours of the training, you will receive an email from <u>elebtraining@elebroward.org</u>, notifying you to complete a *Training Evaluation Survey*.

=	M Gmail		Q Search mail	華	?	ŝ		A
0	Compose		□ - C :	1-50	of 1,188	<	>	31
	Inbox	1,031	Primary	Promotions 60 new & Soap Opera Digest, Early Learni & Social				
☆	Starred		□ ☆ elcbtraining	Training Evaluation Survey - Dear Broward Educator, Thank you for attending the training. Please complete your Training Eva	lu	7:40	PM	a
S	Snoozed		🗌 🚖 Early Learning Coal.	*Reminder* ARPA Discretionary Program - Apply Today - View as Webpage Message from the Early Learning Coalition of N	4i	De	c 22	
	Sent		🗌 👷 Early Learning Coal.	ARPA Round 1 and 2 Survey New Session - View as Webpage Message from the Early Learning Coalition of Miami-Dade/Mor	ır	De	c 22	

The email will give you instructions. Sample below.

= 附 Gmail	Q Search mail	幸	? 🕸 🏭	
Compose	← ☑ ① ∅	D :	1 of 1,188 < >	3
Inbox 1,030 ☆ Starred 0 ③ Snoozed > ▷ Sent > □ Drafts > ✓ More > Labels +		Dear Broward Educator, Thank you for attending the training. Please complete your Training Evaluation Survey to receive your certificate of participation. Please click the link below to sign in to your account to access the Training Evaluation Survey in "My Registrations" https://eicbroward.webauthor.com/spublims/myregistrations.cfm The Training Evaluation Survey will be located in the training you just attended. Once you complete the Training Evaluation Survey, your certificate of participation will be available in the LMS. Click "My Registrations" to access your certificate, which will be located in the same training you attended. If you have any questions or need assistance, please contact <u>elicitraining@elicbroward.org</u> . Sincerely, The ELC of Broward Education Department		•

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 sul	bmit once a	ll questions	are answered.
-----------	-------------	--------------	---------------

🕼 🔞 🗖 🗾 ELC Training Evaluation Form - E x +							-	0	×
← C 🗈 https://elcbroward.webauthor.com/go/survey/fo	rm.cfm?xm_form_id=14&newentry=1&redirect_url=%2Fspub%2Flms%2Fmyregistrations%2	Ecf Q	A" ć	7	С П	£≡	<u>ب</u>	.	Ø
🛱 Import favorites 🛛 M Inbox - smartiep23 🕞 Renaissance - Log In 👔	🖌 Stipend Payment 🛛 📩 Early Learning Coali								Q
=- 50								о 👃	
ELC Training Evaluation Form									•
	Please complete the ELC Training Evaluation Survey to ensuine in service hours for attending the training.								0
	DLC Training Evaluation Form								•
	1. The instructor demonstrated a clear understanding of the presentation material.								-
	Strongly Agros - 5								+
	2. The training content met my expectations based on the training description.								
	Strongly Agree - 5								
	3. The instructor created a positive and professional environment for all participants.								
	Strongly Agree - 5								
	4 The low-law edgeway was dealer as								
	Strongly Agree - 5								
	5. Have a bottor understanding of this material after completing this training.	1							
	strongy Agree - 5								
	6. The instructor provided feedback on my achievement of the learning outcomes.								
	Strongly Agree - 5								
	7. Overall, I felt this training was valuable for my professional development.								
	Strongly Agree - S								
	9. As a second of this tradition. Local case this method is the full region over								
	In the discussion								
	9. What other training topics are you interested in?								
	Additional Comments:								m
									Ø
									~~~
	Sutmit								- 63

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.