PRINT A DIPLOMA

Last updated by: Michael D. Sheehan | 2020-09-24

Purpose

Your transcript is the record of the courses you complete in CareLearn. Each course on your transcript will have a diploma (some people refer to them as certificates of completion). This document will show you how to print a diploma.

Process

1. Log into CareLearn. If you are already in CareLearn, click the **Home icon** at the top of the **interface**.

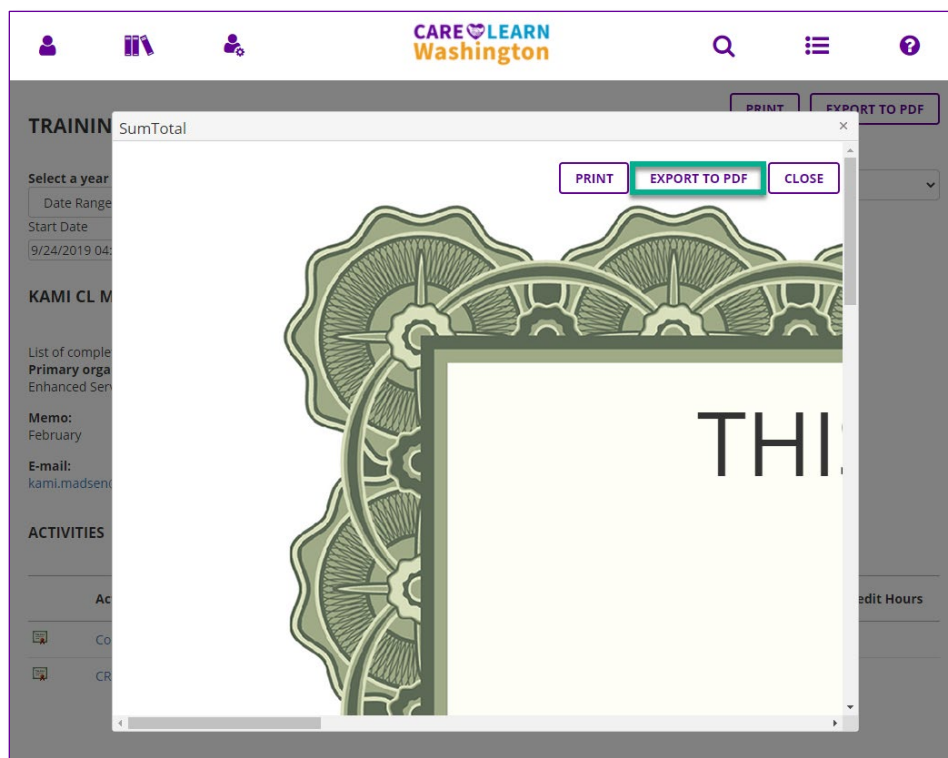2. Click the **Transcript button** located on the Home page.

3. Your **transcript** will show the learning activities you have completed, the date you completed those activities, and any CE credits you earned. Each course will have a **Diploma icon** to the left of it.
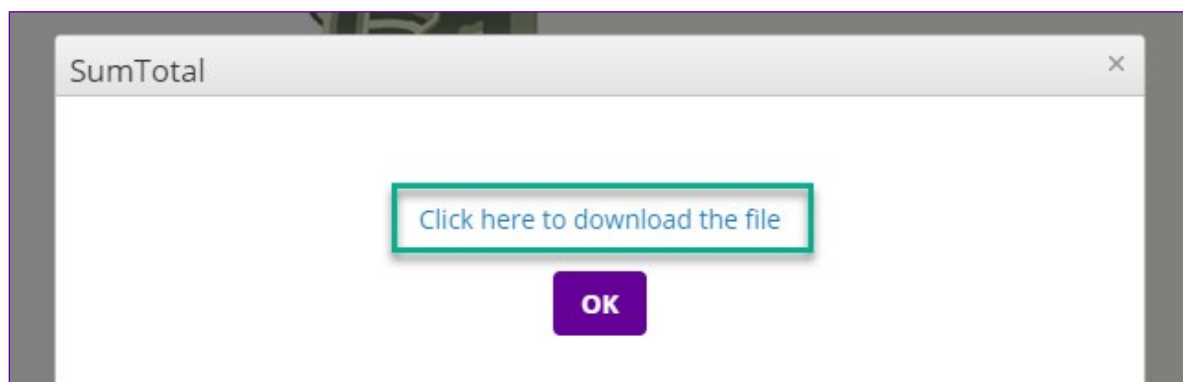
ACTIVITIES

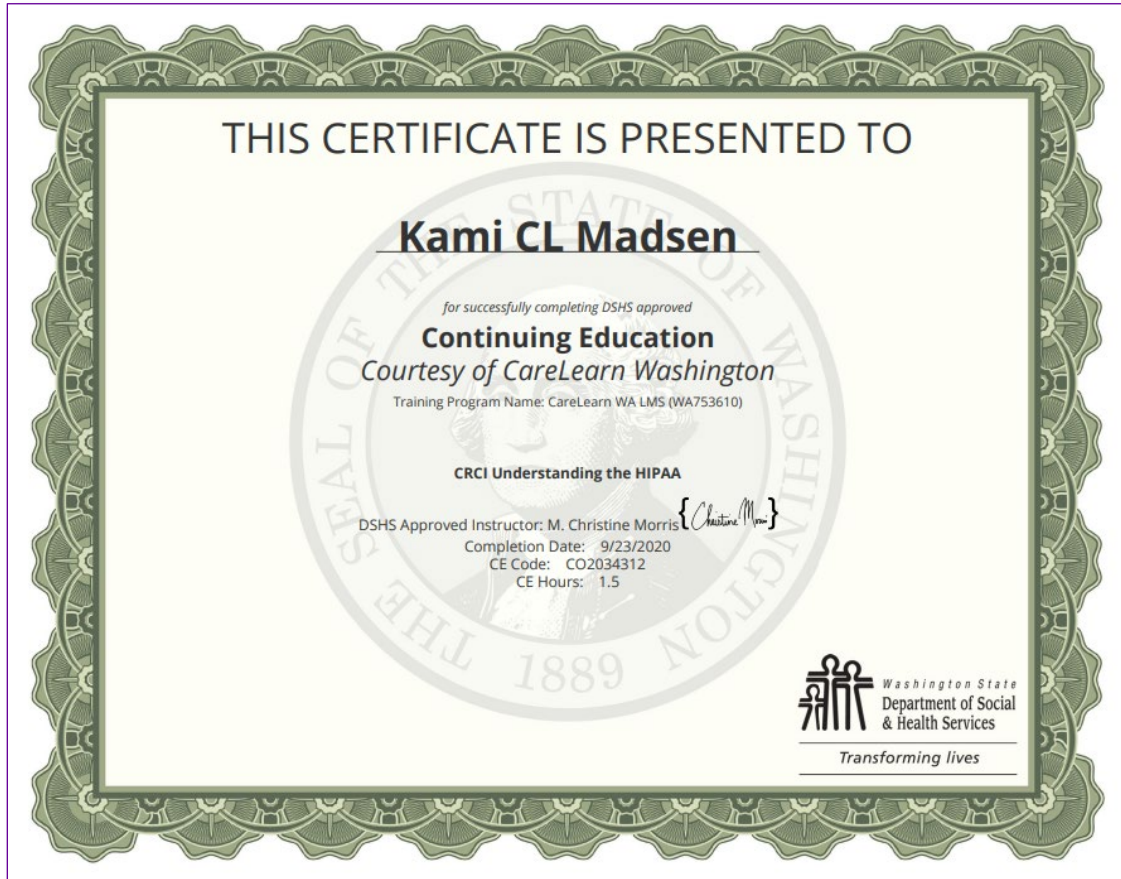| Activity	Completion Date ▾	Estimated Credit Hours
Compliance Brief: Workplace Cleaning and Disinfection	9/23/2020	
CRCI Understanding the HIPAA	9/23/2020	1.5

4. Click the **Diploma icon** next to the course you want to print a diploma for. Doing so will open a new browser window (too small to view the entire diploma). Do NOT click print (even though that would make a lot of sense). Instead, click the **Export to PDF button**.

5. Click the link that says: **Click here to download the file**.

6. Your diploma will open in a new browser window. Notice that it will include the course name, the date you completed the training, and (if the course awarded CE) the CE Code and the number of CE hours awarded.

THIS CERTIFICATE IS PRESENTED TO

Kami CL Madsen

for successfully completing DSHS approved

Continuing Education
Courtesy of CareLearn Washington

Training Program Name: CareLearn WA LMS (WA753610)

CRCI Understanding the HIPAA

DSHS Approved Instructor: M. Christine Morris
Completion Date: 9/23/2020
CE Code: CO2034312
CE Hours: 1.5

Washington State
Department of Social
& Health Services

Transforming lives

You can download and save the diploma, or you can print it. If you decide to print, you will want to make sure that you print in **landscape orientation** and that your printer is configured to print backgrounds.

What are those acronyms at the beginning of the Elsevier course names?

Elsevier organizes training into categories. They refer to those categories as *Colleges*. The acronyms identify which college the course belongs to.

- **CRCI** stands for **College of Recovery and Community Inclusion**
- **CPAC** stands for **College of Personal Assistance and Caregiving**
- **PCC** stands for **Person-Centered Counseling**

Notes

Glossary of Terms (just the most useful)

Drop-down menus	When you click them they display options from which you can choose
Interface	The area of the screen that CareLearn uses.
Landscape orientation	Print with the paper flipped so that it is wider rather than longer.
Transcript	A record of the training you have completed in CareLearn.

Diploma Quick Reference Guide

- **Click the Transcript button on the home page.**
- **Click the Diploma icon next to a course.**
- **Click Export to PDF.**

- **Select *Click here to download the file*.**
- **Save or print the PDF.**
- **Print in landscape.**

Here is an area where you can make your own notes