

Instructions for Printing the Online Driver Improvement Clinic Certificate of Completion (DIC 552B)

Purpose: To provide instructions to customers for printing the Online Driver Improvement Certificate of Completion.

Instructions: The Online Clinic Provider must forward these instructions to students who have successfully completed the online course to download and print a copy of the certificate for their record.

Getting started

- ◆ Ensure **Adobe Acrobat Reader DC** is installed on the PC. If not, use the following link: <https://get.adobe.com/reader/> to install Adobe Acrobat Reader.
- ◆ On the Site, click on “**Download Acrobat Reader**”.
- ◆ A white bar will show across the bottom of the screen. Click “**Run**” and adobe should install.

Do you want to run or save readerdc_en_ma_cra_install.exe (1.17 MB) from adownload.adobe.com?

 Run

Save

Cancel

- ◆ The driver improvement clinic provider will email the certificate of completion as a PDF to the student’s email address provided.
- ◆ Click on the online driver improvement clinic’s email address in the inbox.
- ◆ Click on the link to open the certificate.
- ◆ A “PDF” with an “Error Message” will display advising to “**Please wait...**”

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

- ◆ This PDF of the certificate needs to be downloaded to access the useable version.

Downloading the Form

- ◆ With the certificate PDF still open, click the down arrow in the top right corner of the screen to download the PDF.
- ◆ The PDF is generated in the bottom left corner.
- ◆ Click on the up arrow icon in the bottom left corner where the PDF is downloaded.




Certificate Exampl....pdf



- ◆ Options will show asking where the PDF should be opened. Click on “**Show in Folder**”.
- ◆ Save and name the PDF where it will be easily accessible.
- ◆ The icon associated with the PDF shows what browser it is saved with. If the PDF is saved with Adobe, double click on the name of the PDF to open the certificate of completion.
- ◆ If the PDF is not saved with Adobe, right click on the PDF and choose “**Open with**”.
- ◆ Click “**Adobe Acrobat Reader DC**” to open the certificate.
- ◆ **Note:** *There is a possibility a yellow message may show at the top of the page. Click “Enable All Features” to access the certificate of completion.*

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

 Enable All Features

- ◆ After clicking “**Enable All Features**” (if applicable), the certificate of completion will show on the screen.
- ◆ **IMPORTANT INFORMATION:** You will not be able to change any information on this certificate. Please contact your online clinic provider for any concerns or questions about the certificate.

 VIRGINIA DRIVER IMPROVEMENT PROGRAM ONLINE DRIVER IMPROVEMENT CLINIC ELECTRONIC CERTIFICATE OF COMPLETION	
Customer Name: Jane Diana Doe	Customer Number: t89845213
Reason Code: VOL (Points awarded, if eligible)	Date Of Completion: 07/27/2020
Online Clinic Provider Name: Laura'sDrivingClinic	DMV-Issued Clinic Code: 888
<p>The above-named customer has successfully completed a DMV-approved online eight-hour driver improvement course.</p> <p>IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> • Driver improvement clinics are required to electronically report clinic completion information to DMV within 24 hours. • The Points System <ul style="list-style-type: none"> □ Demerit points are assigned when a person is convicted of a traffic violation and remains valid for two years from the date of the offense. □ One safe driving point is awarded annually in early April of each year for the previous calendar year that a valid Virginia driver's license is held and there are no violations or suspensions. • If this certificate is presented to the court or to an insurance company, please be advised of the following: <ul style="list-style-type: none"> □ The certificate of completion will not be accepted if it has been altered. □ The certificate must be printed on 8 ½ by 11 plain white bond paper. <p>DMV is committed to promoting transportation safety through the certification of quality driving training programs. If you have any comments or concerns about a driver improvement course, call our toll free-free number, 1-877-885-5790.</p>	