



# How to Print Training Certificates

## LIVE ADE HNS WEBINARS

Attendees of live webinars hosted by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) can access their certificate 1-2 business days after completing the live training by logging in to [Genius APLD](#). Verify that the training attendee is logged into APLD by looking for the attendee's name on the far-right side of the screen. Then, click on '**Dashboard**' and select the completed course. Finally, select the '**Download Certificate**' option to download and print your certificate.

## RECORDED ADE HNS WEBINAR

After viewing a webinar recording, obtain the training certificate by visiting the webinar slides. The Survey & Certificate slide at the end of the course will have a link to access the survey and certificate. Select the link and complete the brief survey to obtain your training certificate. Once complete, click the link that reads '**SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.**' The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.

## ONLINE COURSE / CACFP ESSENTIALS SERIES TRAINING

On the Survey & Certificate slide at the end of the course, a link to access the Survey and Certificate will appear. Select the link. Complete the brief survey to obtain your training certificate. Once complete, click the link that reads '**SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.**' The Training Certificate will open on your computer. Download and save the certificate to your computer. Once saved, type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu. Save changes to the certificate and then you may print. Please note, if you customize the certificate before it's downloaded, the customizations will not save or print.



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## TEAM NUTRITION TRAININGS

**Live Webinars:** Training certificates are emailed to registered attendees who attend the entire 30- minute webinar live. Search your inbox for an email from [sm.fn.teamnutrition@usda.gov](mailto:sm.fn.teamnutrition@usda.gov). The certificate should be attached.

**Recorded Webinars:** To receive a certificate of participation for completion of a Recorded Team Nutrition webinar, create a free account with the National CACFP Sponsors Association (NCA).

### Request an Account:

- **Returning NCA User:** If you've previously participated in NCA continued education, been a member, attended an NCA event, or ordered materials, [click here](#) to create an account.
- **New to NCA:** Anyone that is new to the NCA website need to complete this [Request Account Form](#). Account requests will be processed within 1-2 business days.

You will receive an email notification from a representative with the NCA when your account is established. Once your account is created, [click here](#) to sign in. You will then be directed to the NCA InfoHub. Watch the video on the homepage for information about navigating the InfoHub and obtaining your training certificates.

Please note, the NCA will be your point of contact for any issues creating an account or accessing certificates. ADE is not affiliated with the NCA and is therefore unable to manage accounts or access certificates on your behalf. The NCA can be reached at (512) 850-8278 or [NCA@cacfp.org](mailto:NCA@cacfp.org).

## THE INSTITUTE OF CHILD NUTRITION (ICN) TRAININGS

Training certificates become available after completing the course evaluation for each training. If you have previously completed training and need to access a previously completed training certificate, visit <https://theicn.docebosaas.com/learn/signin> and sign in. After signing in, select 'My Course' under the User Menu. Completed training will be listed under the Completed column on the far right of the screen. Click the name of the training and click **Download Your Certificate**. Your downloadable certificate will then load. Save it to your computer and store it for your renewal application.

## EMPOWER PROGRAM TRAINING

To receive your certificate, select the 'Survey' button at the end of the training. After answering a few questions, you will be emailed your certificate.