



## **Instructions to obtain and download your Certificate of Attendance**

Log on to: <http://www.commonwealthseminars.com>

1. Click on the “Obtain Your Cert” link on the upper right hand side of the homepage.
2. Programs are listed by dates and at the bottom of the page are online programs listed alphabetically. Scroll down and click on the name of the training you attended.
3. Participants will need to complete all 4 webinars to print out certificate.
4. Fill in the form with the information requested. Include the email address where you would like to have your certificate sent.
5. Use this ID #86884 in the last field where it asks for “ID number”.
6. Click on “Start Test”.
7. Complete the test.
8. Once submitted with a score of 75% or higher, you may complete your second test

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