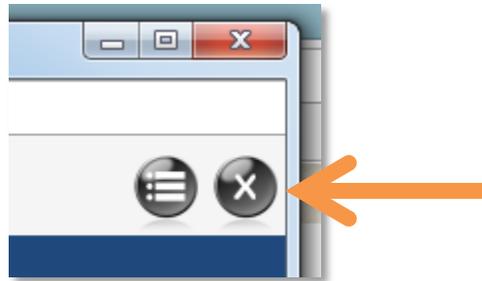


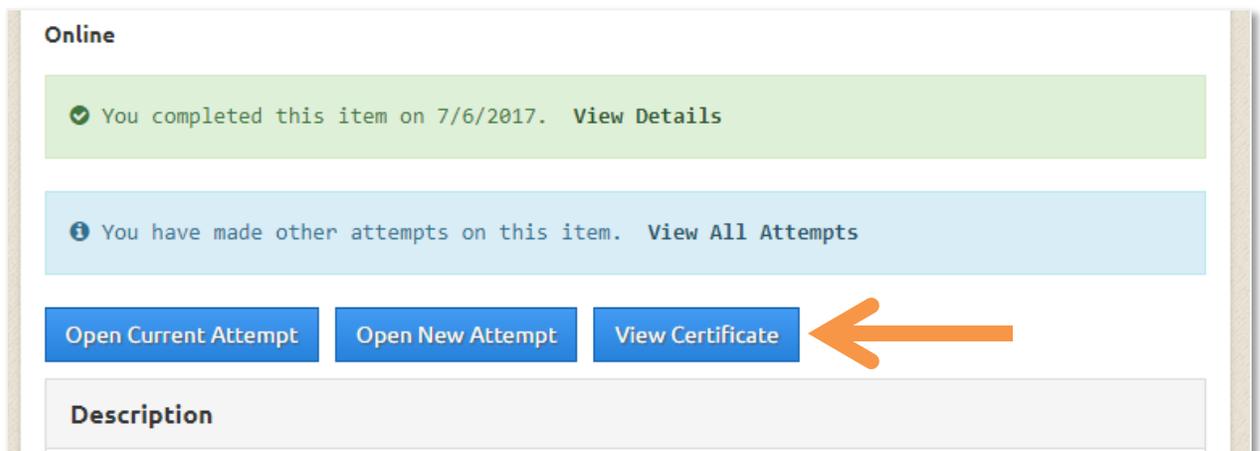
To Print Completion Certificate in the Virginia Learning Center

To print from a course just completed:

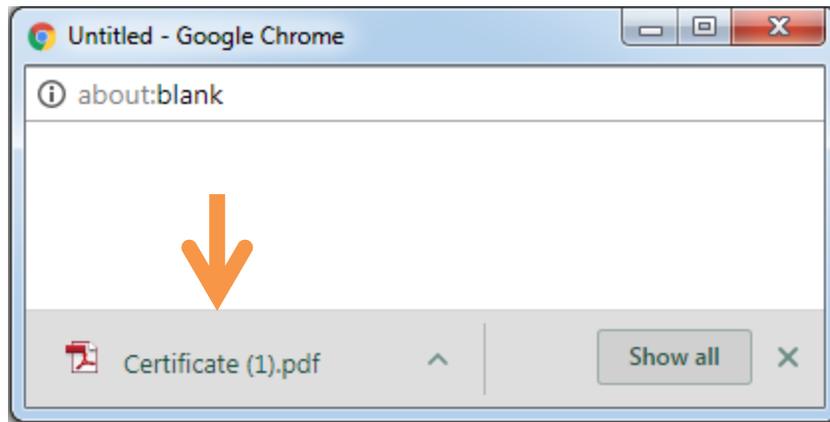
1. Click the EXIT button upon completion of your training module.



2. Click “View Certificate” from the course page, or “My Training” window.

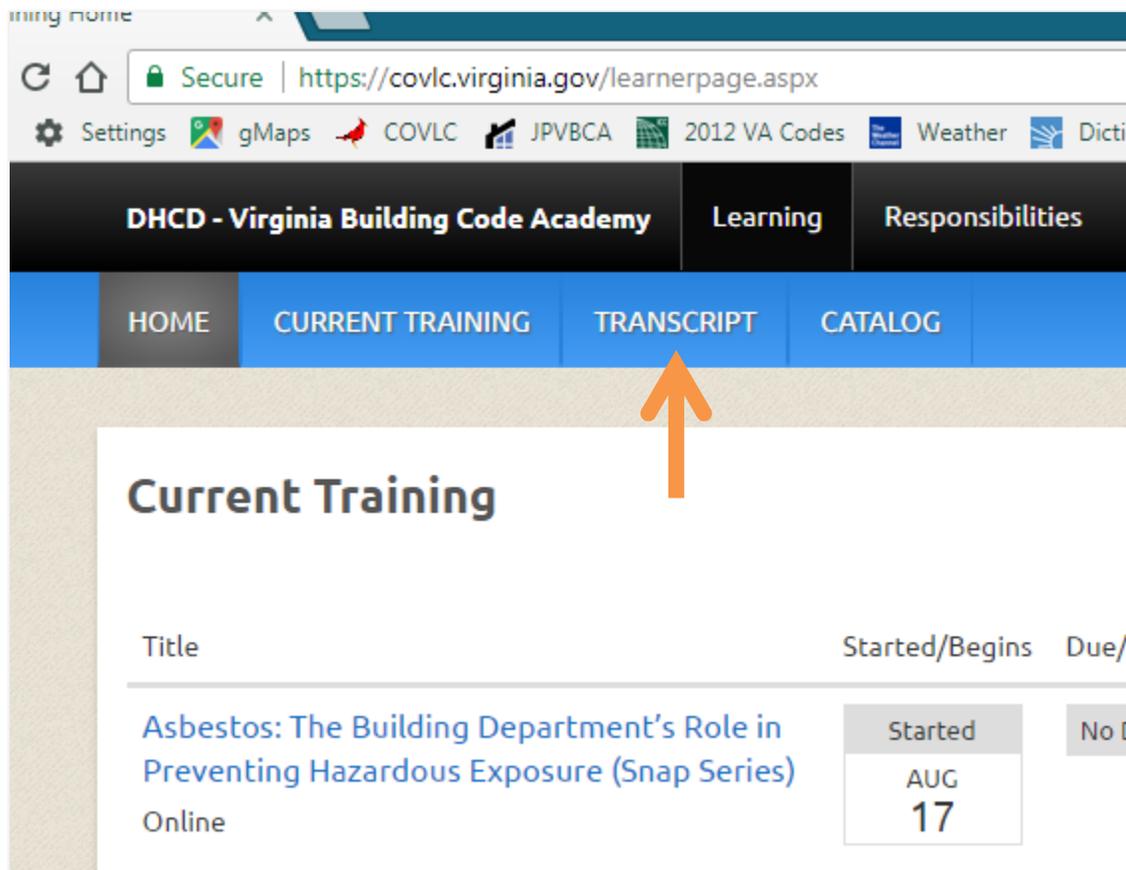


3. Your certificate will download in a new window. Open the certificate, and print using your system options.

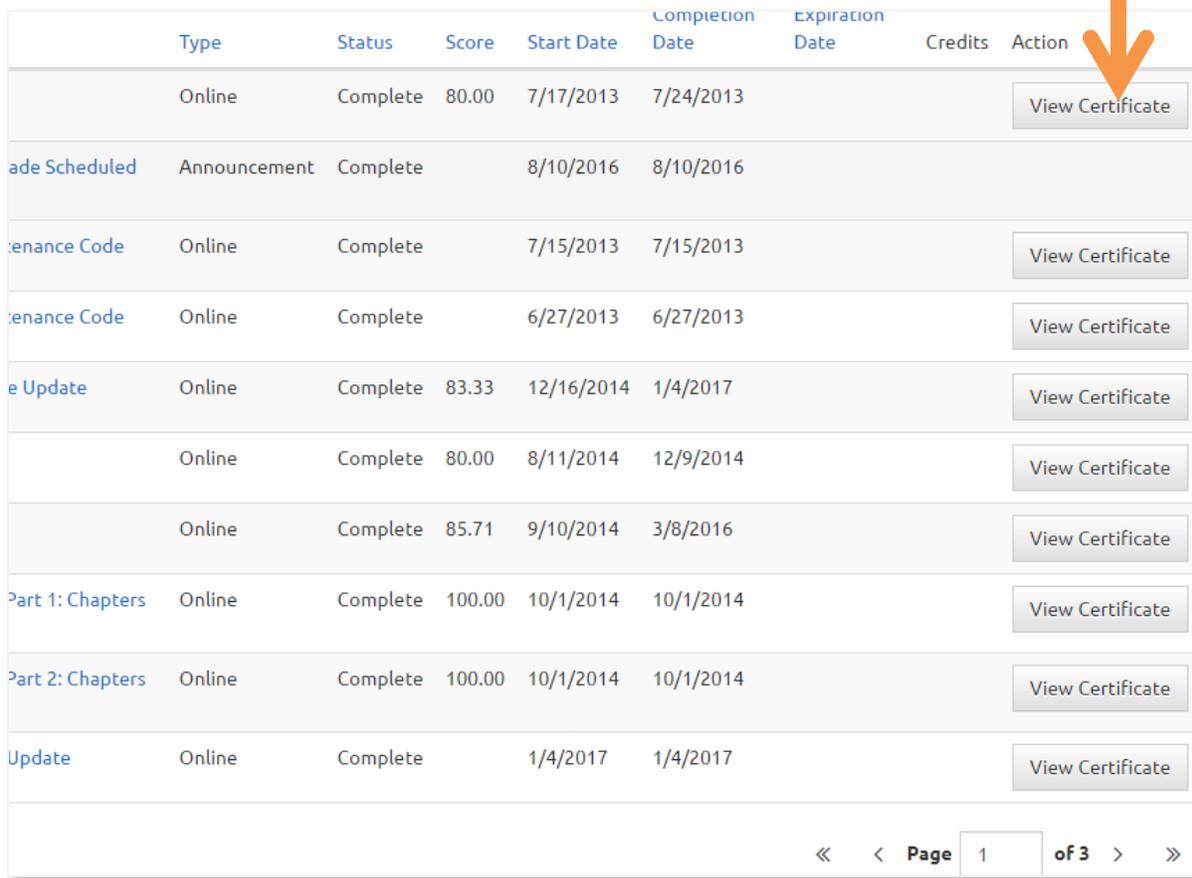


To print from the home page:

1. Click "Transcript" from the menu bar at the top of the page.



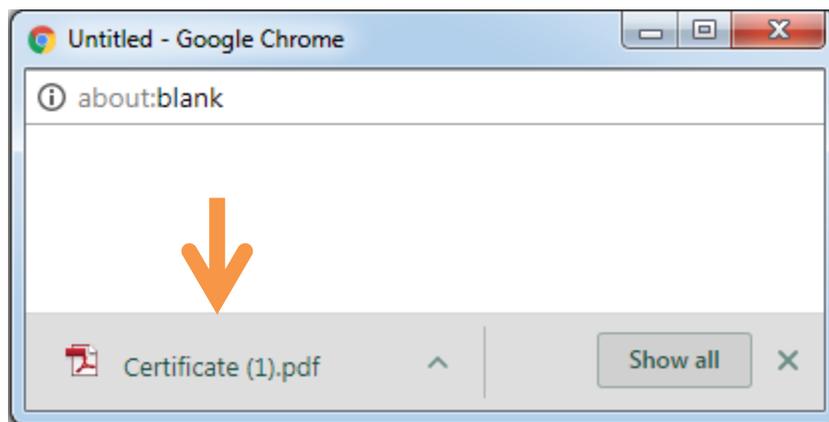
2. Scroll down, locate the course of interest, and click “View Certificate”.



Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action
Online	Complete	80.00	7/17/2013	7/24/2013			View Certificate
Grade Scheduled	Announcement	Complete	8/10/2016	8/10/2016			
Maintenance Code	Online	Complete	7/15/2013	7/15/2013			View Certificate
Maintenance Code	Online	Complete	6/27/2013	6/27/2013			View Certificate
Update	Online	Complete	83.33	12/16/2014	1/4/2017		View Certificate
Online	Complete	80.00	8/11/2014	12/9/2014			View Certificate
Online	Complete	85.71	9/10/2014	3/8/2016			View Certificate
Part 1: Chapters	Online	Complete	100.00	10/1/2014	10/1/2014		View Certificate
Part 2: Chapters	Online	Complete	100.00	10/1/2014	10/1/2014		View Certificate
Update	Online	Complete	1/4/2017	1/4/2017			View Certificate

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3. Your certificate will download in a new window. Open the certificate and print using your system options.



For assistance, please contact the Jack A Proctor Virginia Building Academy at VBCA@dhcd.virginia.gov