

## How to Access and Print a Certificate of Attendance on hivtrainingny.org

1. Log in to [hivtrainingny.org](http://hivtrainingny.org).
2. Under Course Links on the far right, click on **My Courses** (A).
3. Next to the appropriate course, click on the hyperlink labeled "**Certificate**" beneath the **Status** column (B).

The screenshot shows the 'My Courses' section of the HIV Education & Training Programs website. The table lists two courses:

Course Title	Training Center Name	Course Date	Status
HIV Disclosure: Deciding... <a href="#">more</a>	NDRI Face To Face	01/09/2014	Dropped
Voices of Faith Part I: Fa... <a href="#">more</a> <a href="#">click here</a>	AIDS Institute Online Training		Attended Certificate

Annotations: A blue arrow labeled 'A' points to the 'My Courses' link in the 'Course Links' sidebar. A blue arrow labeled 'B' points to the 'Attended Certificate' link in the 'Status' column of the second row.

Note: The **Status** should display as **Attended**. If it still displays as **Registered** after the course date has passed, contact the Training Center that hosted the training. [Click here](#) to find contact information for the training centers.

4. After clicking on the **Certificate** link, the Letter of Attendance should display as a new tab.

**NEW YORK**  
state department of  
**HEALTH**

### AIDS Institute Course Completion

This document acknowledges that **Julie Schenkman** has completed the following course:


**Reversing Opioid Overdose: Training for EMS and Public Safety Personnel**

This on-line training video, and associated print materials, are designed to prepare public safety and EMS providers, AEMT, EMT-I, EMT-B and CFR/EMR, to administer naloxone using an intra-nasal applicator (mucosal atomizer device) in cases of suspected opioid overdose.

Credit Hours  
The School of Public Health, University at Albany, is an approved provider of continuing nursing education by the New York State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. This program has been approved for contact hours

*Richard Cotroneo*  
Richard Cotroneo  
Director of HIV Education  
And Training Programs

3/28/2014  
Completion Date  
AIDS Institute  
Training Center

5. Depending on the browser being used, the Certificate of Attendance can be printed in one of the following ways:
  - a. **Internet Explorer**, either
    - i. Right click anywhere on the page and select **Print** from the menu bar.
    - ii. Click **File** in the upper left-hand corner of the window and then select **Print**
  - b. **Mozilla Firefox**, click on the orange **Firefox** Menu in the upper left-hand corner of the window and select **Print**
  - c. **Google Chrome**, either
    - i. Click on the **tabular image**  to the right of the URL address bar and select **Print**
    - ii. Right click anywhere on the page and select **Print** from the menu bar.