Retrieving Certificates

1. Go to <u>www.etrainingschool.com</u> and click Login in the upper right hand corner.



- 2. Enter your email address and password and click the Login button.
- 3. Click **My Account** in the upper right hand corner.



4. Locate the links on the right hand side of the page and click View Classes.



5. Find the course that you have completed and click Print Certificate.

View Classes

Class History						Close
Class Code	Class Description	Class Type	State	Status	CFP?	
CEWEBETH	ETHICS Jul 12 2017 8:00AM - Jul 12 2017 12:00PM	Webinar		Yes Attended	N	Print Certificate

6. Your certificate will open in another window. You may print the certificate by clicking the print button or right-clicking and choosing print.