

## HOW TO PRINT YOUR COMPLETION CERTIFICATE

NCJA completion certificates (for courses completed after 9/1/2017) are now available through your portal account.

Certificates for online courses are available as soon as you complete the course. Certificates for classroom courses **may take up to two weeks to become available.**

1. Once you've logged in to the portal, scroll down to the Certifications heading. Click Print beside the certificate you need to print.

### Certifications

Name ▲	Type	Issue Date	Expiration	Status
Instructor Training Orientation - Stein and Allen	Training Requirement	07/24/2017	Never	Active

[Print](#)

2. The certificate will open in a separate window as a PDF document. **You must have Adobe Acrobat Reader installed and your browser pop-up blocker turned off to view the certificate.**

If you need help turning off your pop-up blocker, click [here](#).

3. Once the certificate window is open, click the Print icon at the top. To save the certificate, click the Save icon.

