

Students

Certificate Information

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When is a Certificate available?

- A certificate is available once the requirements for a course have been successfully completed

What are the requirements for the SAFE Environment Course?

- A grade of 3 (100%) on Quiz 1 and Quiz 2
- A grade of 7 (100%) on Quiz 3

What is the requirement for the Order of Malta Course?

- A grade of 1 (100%) on the Acknowledgement Quiz

How to tell if the course requirements have been met?

- Log into Sakai
- Select the course
- Click on the "Certificate" Tool
- Check the "Requirements" column to see if all requirements have been met

How long are courses and certificates available/valid?

- Courses are available for one year from their close date (December 31st)
- Certificates are valid for one year from the date printed on the certificate

What are the steps to produce a replacement certificate?

- Click on this [link](#)
- Select the course
- Click on the "Certificate" Tool
- Check the "Requirements" column to see if all requirements have been met
- Click on the "View" link (only visible if course requirements have been met)

Printing the Certificate

- The certificate will either download to your computer as a PDF document or display in the browser

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- If the certificate downloaded:
 - When the download has finished, double-click on the file and it will open in the PDF viewer
 - Select the option to print the file
- If the certificate displayed in the browser:
 - Right-click on the certificate and select "Print" from the menu

Unique solution ID: #1027

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