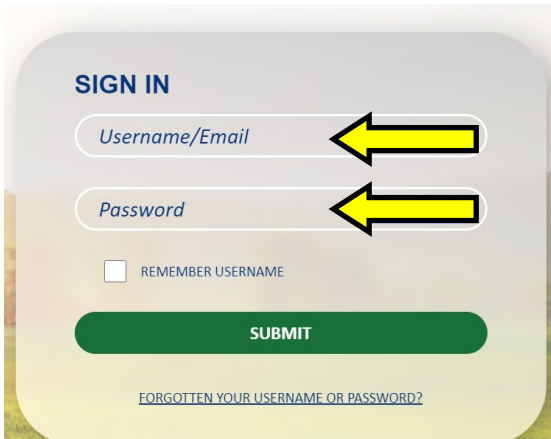


Steps to Complete Your YQCA Pre-test and Post-test Before Printing Your Certificate

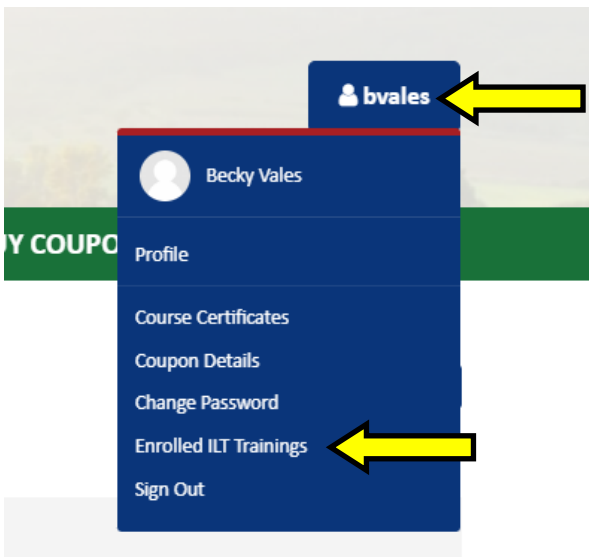
1. Click Register/Sign In on the upper right side of screen



2. Enter your Username/email and Password



3. In upper right of screen, click your username to expand the dropdown box and click Enrolled ILT Trainings



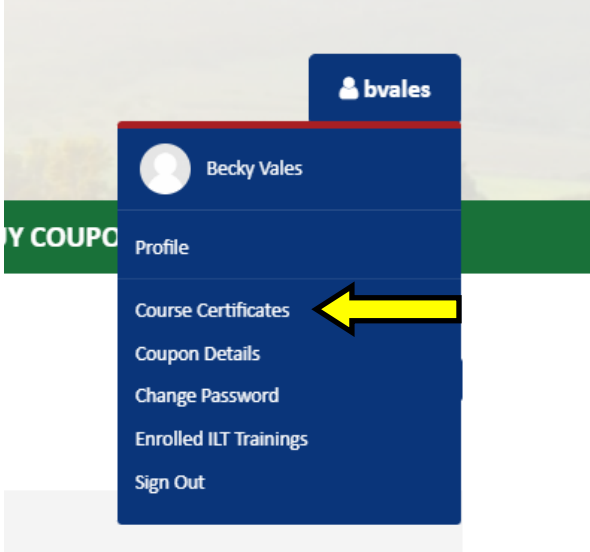
4. Click Pre-test - This Blue box will be dark blue before the pre-test is completed and will change to a faded blue once the pre-test is complete.

INSTRUCTOR-LED TRAINING ENROLLED SESSIONS

#	Enroll User	Course	Instructor	Training	Enroll Time	Pre Test
1	John Smith	Age 16: Senior	Darci Pesek	Dec, 29 2022 10:30 AM YQCA Training Wilber, NE	2022-12-28 11:30 AM	PRE-TEST

5. Completing the Post-test. You will need to await a couple days for the trainer to recognize the pre-test completion before you can log back in to complete the post-test.

6. Completing the Post-test. Click Course Certificates



7. This procedure is the same for both Web-based training and Instructor Led training.

8. Click the + to expand the window



Web-Based Training Certificates

Completed Courses		Download Certificate
Completed Courses		+
Child	Completed Courses	+
Child	Completed Courses	+

Instructor-Led Training Certificates

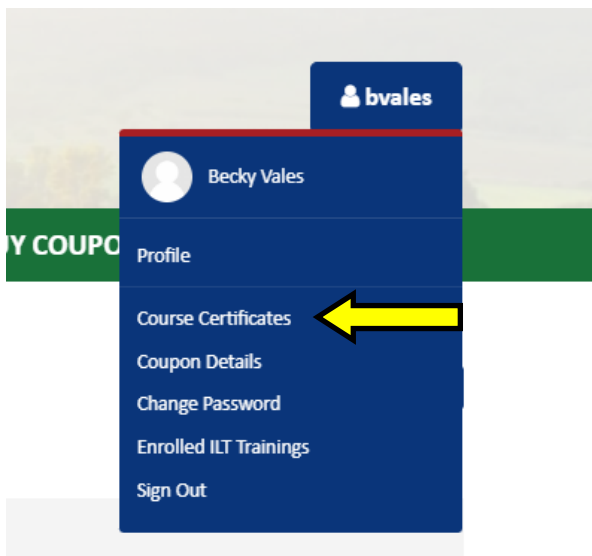
Completed Courses		Download Certificate
Child	Completed Courses	+

9. Click Post-test and complete

Instructor-Led Training Certificates

Completed Courses		Download Certificate
Child	Completed Courses	-
Age 16: Senior		
YQCA Training		POST-TEST

10. Go back to Course Certificates



11. Click  to download and print certificate.

Instructor-Led Training Certificates

