

# ILEARNOREGON

## VIEWING & PRINTING A PDH CERTIFICATE

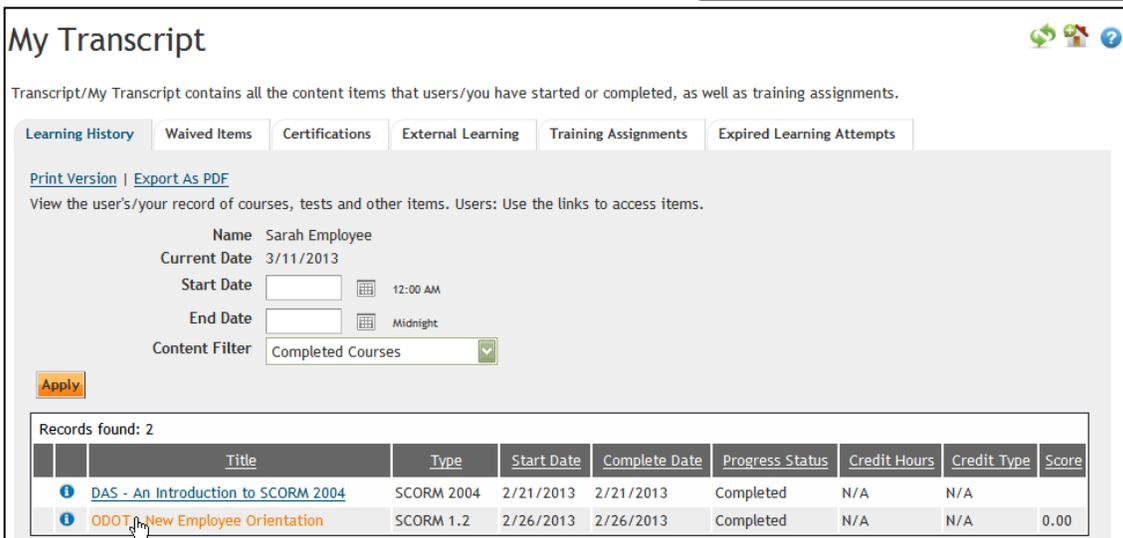
A certificate of completion reflecting qualifying Professional Development Hours (PDH) can be accessed in iLearnOregon and printed for completed training events.

To view and print a PDH certificate, follow these steps:

1. In your web browser type in the following URL: <https://ilearn.oregon.gov>.
2. Enter your iLearnOregon Login ID and password, and then select **Log In**.
3. From the menu at the top of the screen, select **My Workspace – My Transcript**.

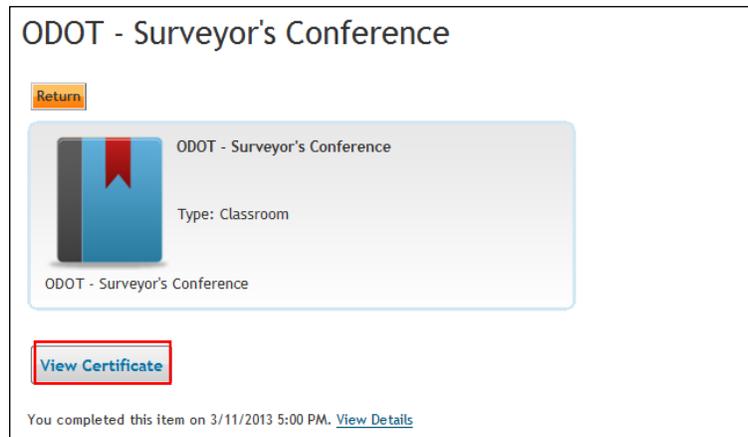


4. Your transcript will be displayed. Find the course for which you would like to view your certificate and click on the Course Title.



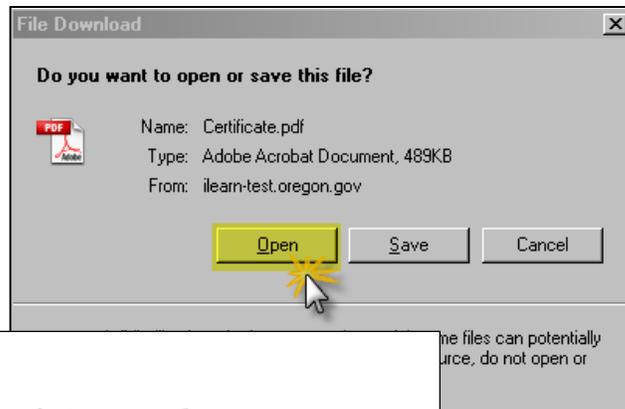
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- From the course details screen, select *View Certificate*.



A pop-up window and file download window will appear asking to either open or save the PDF version of the certificate.

- Click *Open* to view the certificate.



Replace certificate with PDH version



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7. Select the printer button and follow the printing options that appear. In the sample below, the printer icon  is in the upper left corner of the window.

