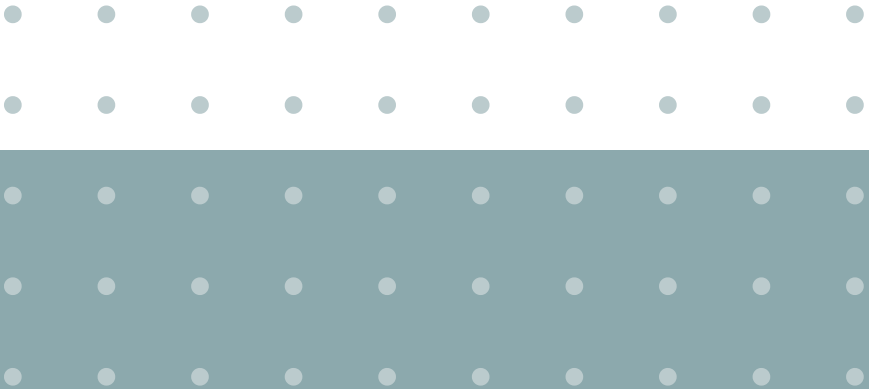


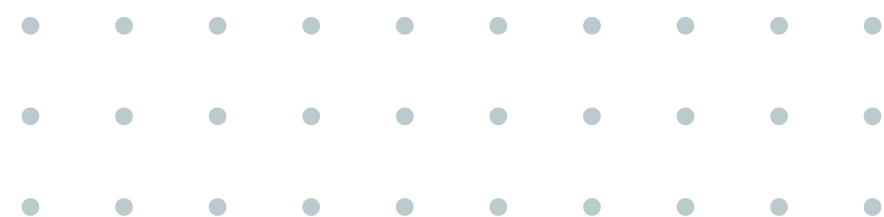


PRINTING A CERTIFICATE OF COMPLETION

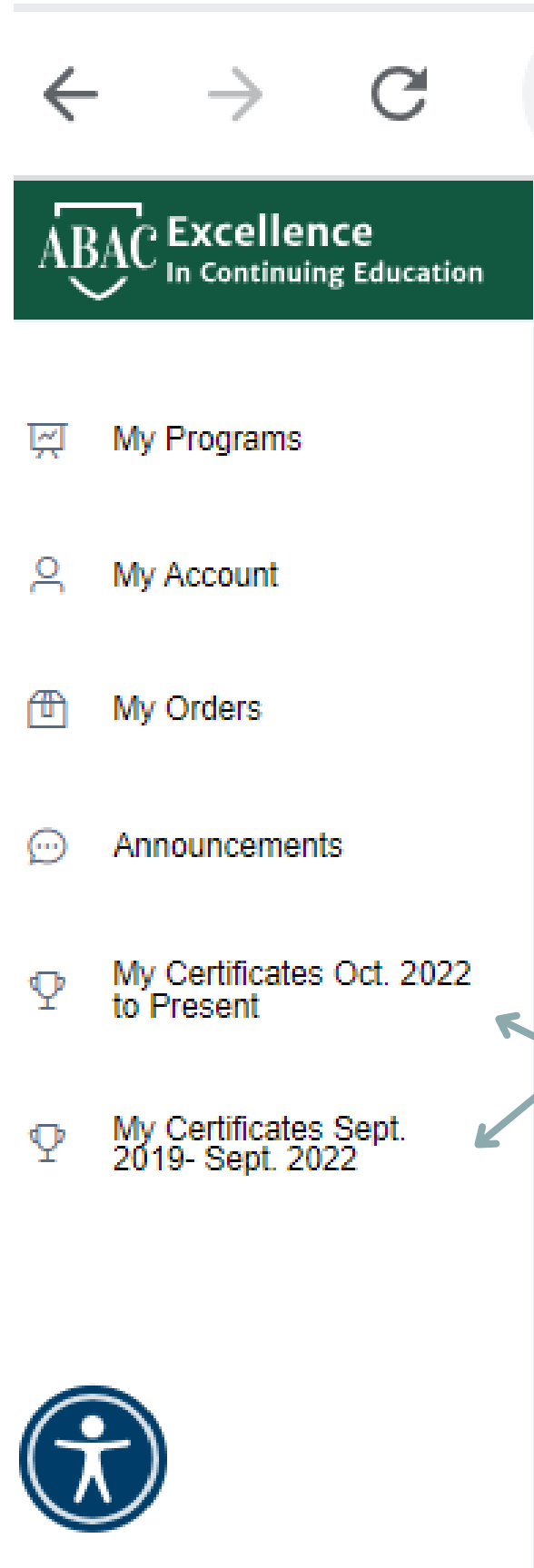




- 01.** **WHERE DO I FIND MY CERTIFICATE**
It depends on when you took an ABAC webinar or workshop!
- 02.** **THE CERTIFICATE FORM**
Selecting your credit type, profession, and entering your #s
- 03.** **DOWNLOAD THE CERTIFICATE**
Add a short description



SIDE MENU



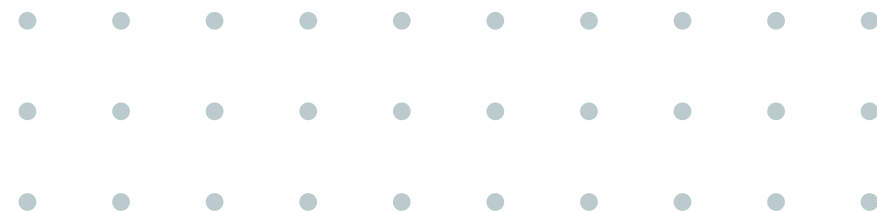
WHERE DO I FIND MY CERTIFICATE

If you earned a certificate between:

- March 2015– August 2019 email continuinged@abacnj.com for your certificate.

- September 2019–September 2022 your certificate is found in our Legacy Learning Management System accessed via the side menu in your ABACNJ.com account portal.

- October 2022 to present your certificate is found in the current Learning Management System accessed via the side menu in your ABACNJ.com account portal.



THE CERTIFICATE FORM: OCTOBER 2022 TO PRESENT

In the current LMS you have the option of printing as many certificates as you need.

- Login ABACNJ.com
- Go to the side menu and select "My Certificates October 2022 to Present"
- Locate the program you want to download a certificate for
- Click on the download icon

The screenshot shows the ABACNJ.com LMS interface. The top header includes the ABAC Excellence logo and a user profile for Adrienne Fitzer. The left sidebar contains navigation links: My Programs, My Account, My Orders, Announcements, and My Certificates Oct. 2022 to Present (which is highlighted). The main content area displays a message: "Hello Adrienne Fitzer, you are currently viewing this dashboard as a student. Click here to switch back". Below this, the "My Certificates" section shows a table of certificates. The table has columns: Name, Issue Date, Expiry Date, Certificate Type, Provider, Status, and Actions. Two certificates are listed: "Presenter Practice Course" and "A28.Sp23 CE ABACLive Cambridge Center Series Presents Dr. Chunying Jin: Sleep issues and disorders:A behavioral conceptualization and discussion". Both certificates have a status of "Active". In the Actions column for the first certificate, a download icon (a square with a downward arrow) is circled in black, with a black arrow pointing to it from the instruction "Click on the download icon" in the list above.

Name	Issue Date	Expiry Date	Certificate Type	Provider	Status	Actions
Presenter Practice Course	Jun 16, 2023 02:58 PM		Program	In-house	Active	  
A28.Sp23 CE ABACLive Cambridge Center Series Presents Dr. Chunying Jin: Sleep issues and disorders:A behavioral conceptualization and discussion	Apr 28, 2023 02:07 PM		Program	In-house	Active	  

The Certificate Form will appear in a pop up window.

Begin by adding a few more credit selection options by clicking on the +Add More button.

Certificate Details

* Credit Type

Credit Type

* Enter Profession

Type Your Profession Here

License/Certification Number(s)

Enter License/Certification Number

+ Add More

* Viewed Type

☐ Viewed entire event Live

☐ Viewed some or all of the event via recording

☐ I attest that this information is true and I am the person who both attended this program and completed the continuing education requirements.

Download

Hello Adrienne Fitzer, you are currently viewing this dashboard as a student. Click here to switch back

Certificates

Certificates

Show All

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Certificate Details

* Credit Type

Credit Type

* Enter Profession

Type Your Profession Here

License/Certification Number(s)

Enter License/Certification Number

+ Add More

* Viewed Type

☐ Viewed entire event Live

☐ Viewed some or all of the event via recording

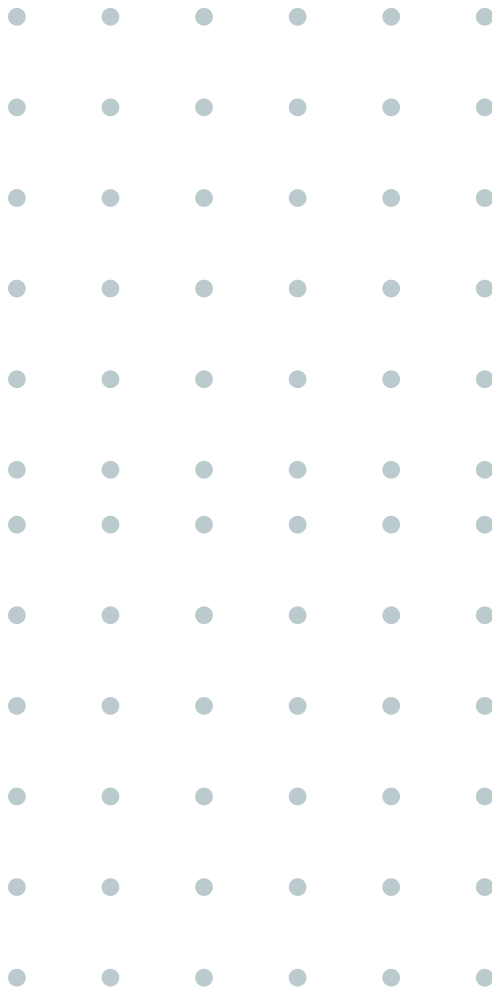
☐ I attest that this information is true and I am the person who both attended this program and completed the continuing education requirements.

Download

Action

Action

Action



Begin by selecting credit type(s) and enter in your profession

Certificate Details ×

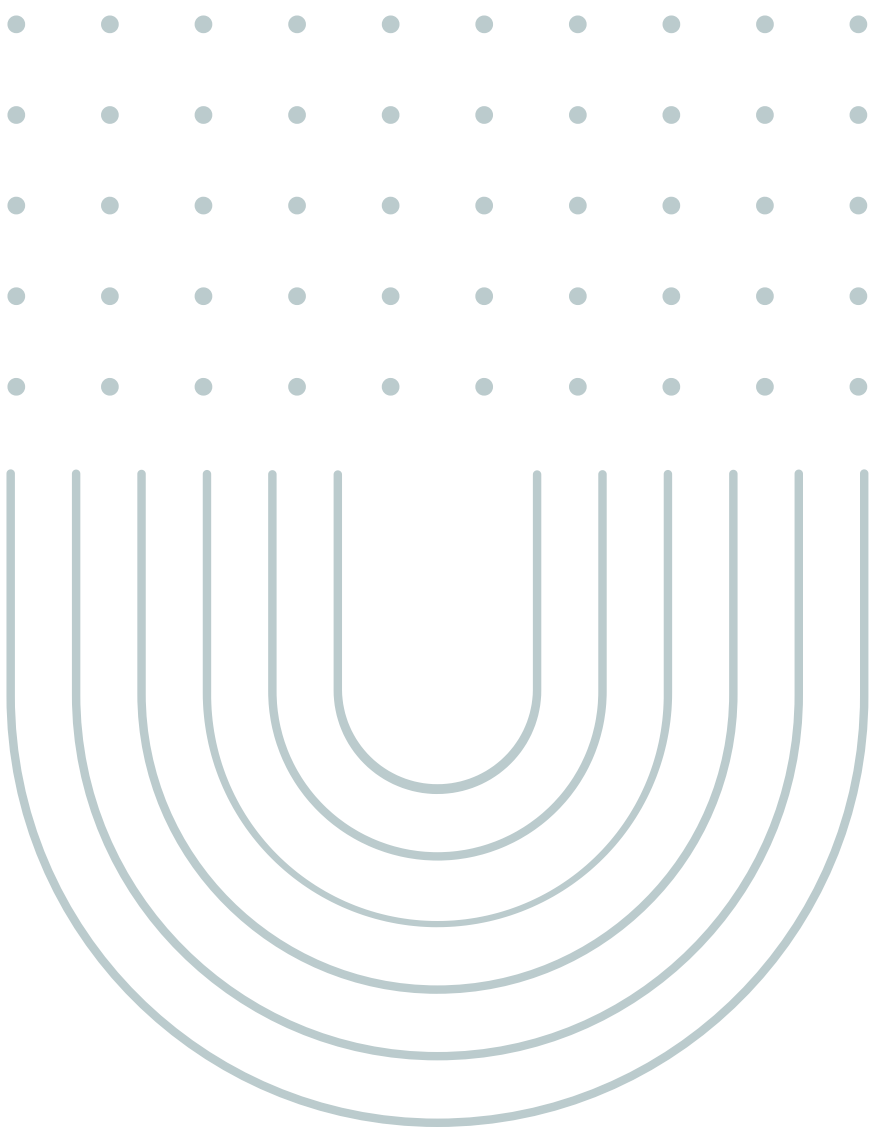
* Credit Type	* Enter Profession	License/Certification Number(s)	
BACB	Board Certified Behavior Analyst	Enter License/Certification Number	
* Credit Type	* Enter Profession	License/Certification Number(s)	Action
BACB	Licensed Behavior Analyst- State	Enter License/Certification Number	
* Credit Type	* Enter Profession	License/Certification Number(s)	Action
APA	Clinical Psychologist	Enter License/Certification Number	
* Credit Type	* Enter Profession	License/Certification Number(s)	Action
Credit Type	Type Your Profession Here	Enter License/Certification Number	

+ Add More

* Viewed Type

☐ Viewed entire event Live ☐ Viewed some or all of the event via recording

☐ I attest that this information is true and I am the person who both attended this program and completed the continuing education requirements.



Download

You can select the same credit type more than once

If you have different certifications and/or licenses that accept the same credit type.

Enter in your License/Certification Numbers–

You only have to do this the first time you fill out a survey. Next time it will auto fill when you select your profession.

Certificate Details

* Credit Type

BACB

* Enter Profession

Board Certified Behavior Analyst

License/Certification Number(s)

1-11-1111

* Credit Type

BACB

* Enter Profession

Licensed Behavior Analyst- State

License/Certification Number(s)

#11111

Action

* Credit Type

APA

* Enter Profession

Clinical Psychologist

License/Certification Number(s)

State1111

Action

* Credit Type

Credit Type

* Enter Profession

Type Your Profession Here

License/Certification Number(s)

Enter License/Certification Number

Action

+ Add More

* Viewed Type

Viewed entire event Live

Viewed some or all of the event via recording

I attest that this information is true and I am the person who both attended this program and completed the continuing education requirements.

Download

Delete any extra lines that you don't need by clicking the red trash can.

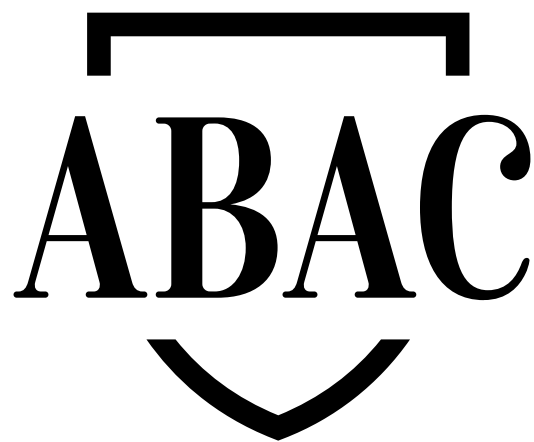
Finish the Form

Enter your viewing type and check the attestation. Then press download.

A zip drive with all of your certificates will download to your desktop.

Open and inspect your certificates then...

Save to your computer!



Certificate Details

* Credit Type

BACB

* Enter Profession

Board Certified Behavior Analyst

License/Certification Number(s)

1-11-1111

* Credit Type

BACB

* Enter Profession

Licensed Behavior Analyst- State

License/Certification Number(s)

#11111

Action

* Credit Type

APA

* Enter Profession

Clinical Psychologist

License/Certification Number(s)

State1111

Action

* Credit Type

Credit Type

* Enter Profession

Type Your Profession Here

License/Certification Number(s)

Enter License/Certification Number

Action

+ Add More

* Viewed Type

☐ Viewed entire event Live

☐ Viewed some or all of the event via recording

☐ I attest that this information is true and I am the person who both attended this program and completed the continuing education requirements.

Download

SOMETHING NOT RIGHT?
NEED HELP?
CAN'T FIND A CERTIFICATE
PRIOR TO OCT 2022?

 *Email*
continuinged@abacnj.com