How to Print Your Certificate

Please note - *Once you have completed your Lotto! Certification course, your BCLC Learning account will be closed. Be sure to print your certificate right after you complete the course.*

To print your certificate after completing the course, follow the steps below:

1. Return to the BCLC Learning '**Home'** page as pictured below – you will note the course you just completed is no longer listed in My Learning Assignments

2. Click **'View all'** in the History box
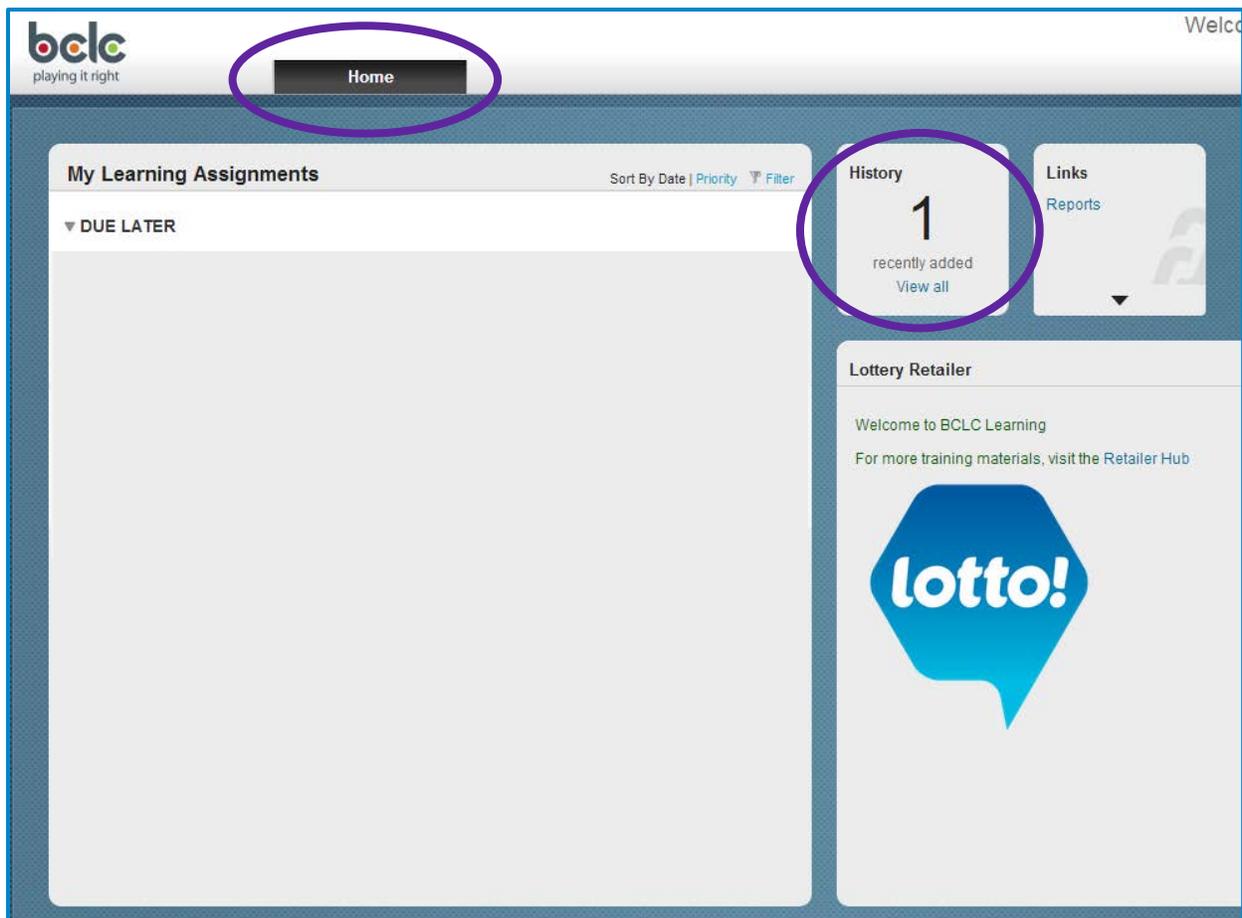
3. The completed **BCLC Lotto! Certification** course is displayed.
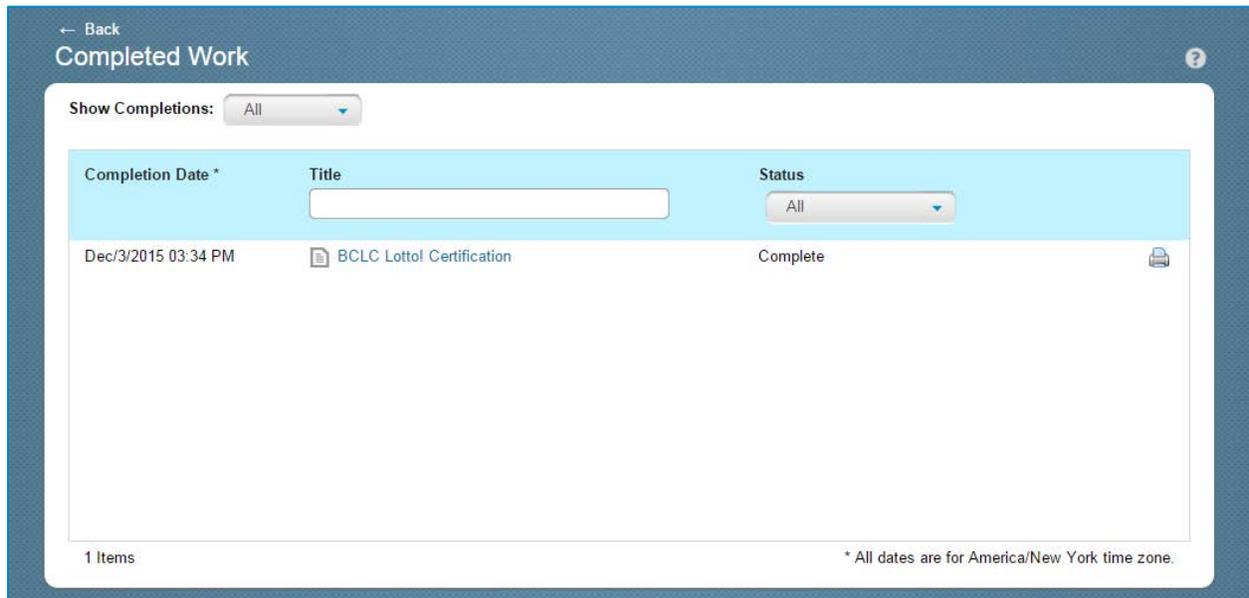
4. Hover your mouse over the course link to display the command box.

5. Select **'Print Certificate'**.
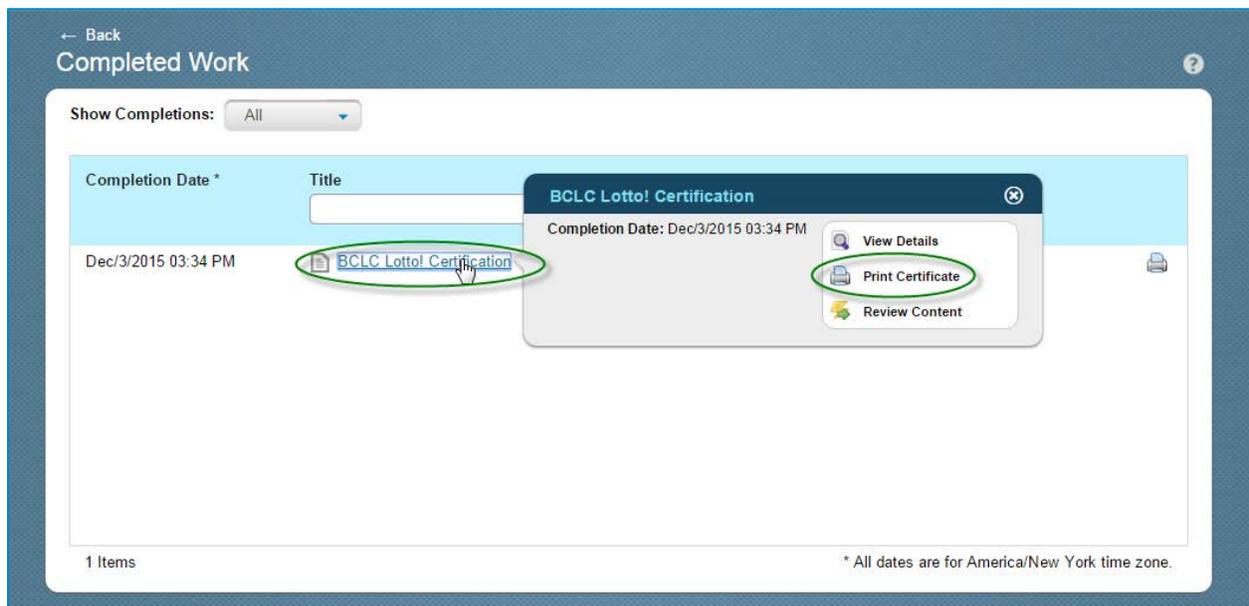
6. The certificate may take a moment to display.

Please wait…

Report Title: Certificate of Completion

Status: Waiting in Queue

Your report is in the queue and will start automatically as long as you do not close this page. (If you close the page, the report will be automatically cancelled.)
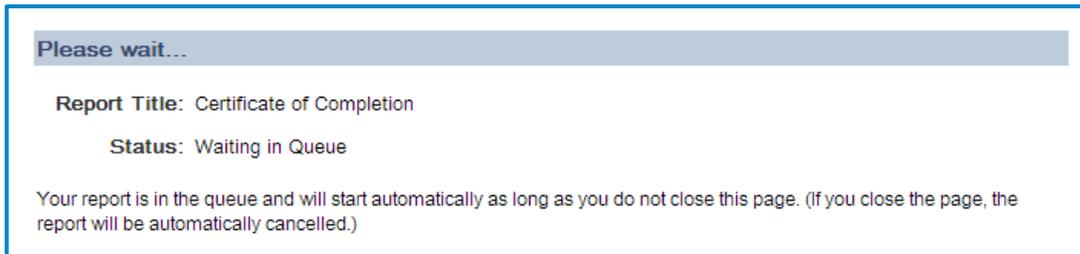
7. Once the certificate appears you may either:

   a. Right click on the image to Save or Print, or

   b. Use the print and save icon at the bottom of the page

Certificate of Completion

This is to recognize that

JENNIFER BAKER

Has successfully completed

.BCLC Lotto! Certification

Completed on Jul/24/2014

Back
Forward
Reload

Save as…
Print…
Translate to English
View page source
View page info

Rotate clockwise
Rotate counterclockwise

Inspect element

A)

B)

Jim D. Lightbody, CEO
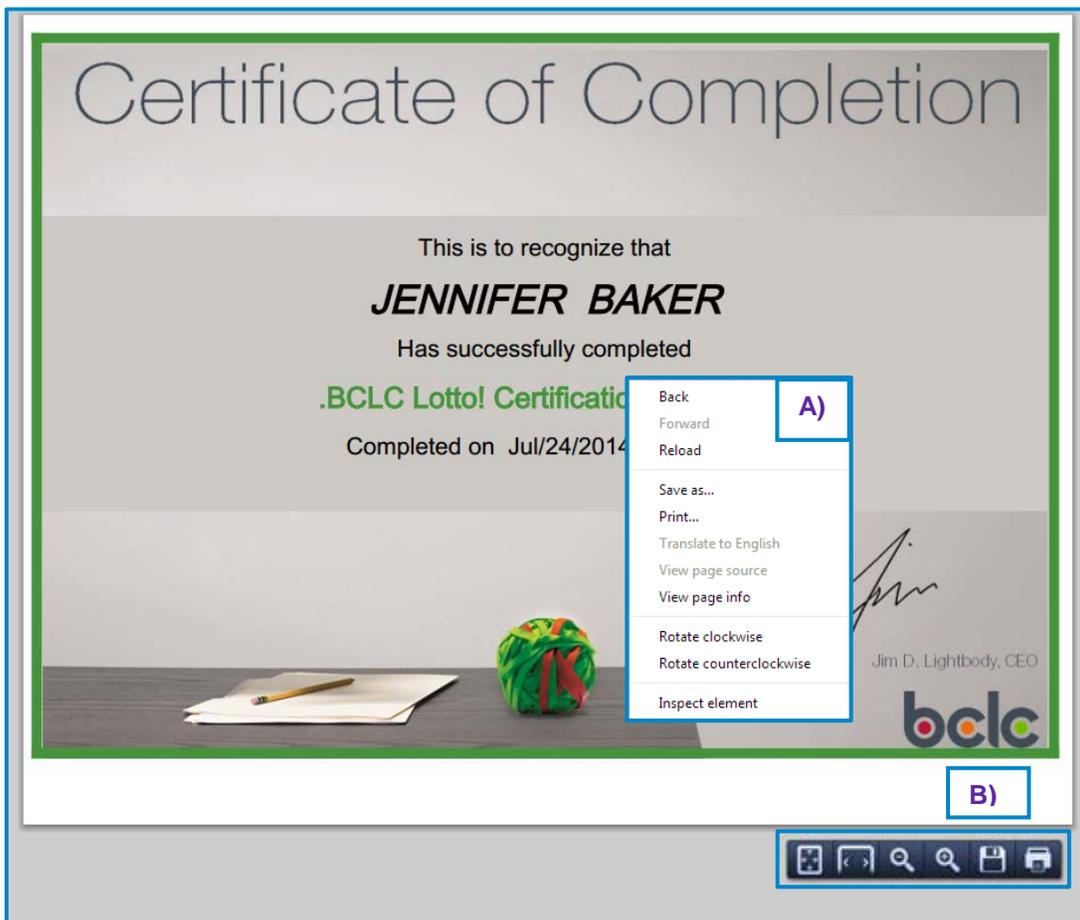
8. To email your certificate, save and email the saved document as an attachment.