

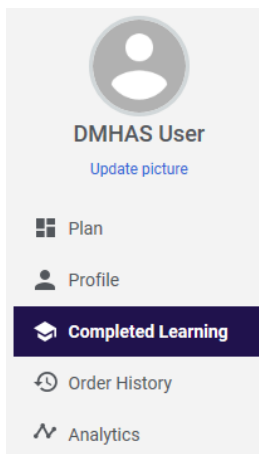
Printing Certificates of Completion for Instructor-Led Trainings

After completing the training, please allow for 3 business days before printing certificates of completion. This allows us to process all completions and enter them into the Learning Management System.

1. Log in to the Learning Management System: <https://ctlms-dmhas.ct.gov>.
2. At the top of the screen, click on the Me tab.








3. In the left-hand menu, click on Completed Learning.



4. Find the training you want, then click the down arrow (highlighted with a red box below) next to the View Summary button. Click Print Certificate to open the certificate in your browser, or click Export Certificate to download a PDF copy of the certificate.

My Completed Learning

TITLE	PROGRESS	ACTION
 SWCMHS Narcan Training Web Based Training	SUCCESSFUL On:02-14-2017 Score: 100	PRINT CERTIFICATE 
 Understanding Mental Health Conditions Instructor-Led Version:FY16	SUCCESSFUL On:09-14-2017 Score: 0	VIEW SUMMARY  <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;">Print Certificate Export Certificate Notes</div>
 Working with Clients who have Forensic and Legal Issues Instructor-Led Version:FY17	UNSUCCESSFUL On:03-28-2017	VIEW SU