PRINTING YOUR DIPLOMA

1. LOG IN

https://academy.sumtotal.host

- a. Your username is your work e-mail address
- b. First time users your password is password.

EASE ENTER YOUR USER	NAME AN
55WUKD.	
Username	
Password	
SIGN IN	

2. From the home screen, access MY TRAININGS

	≗ 25 m\ \$	Academ) - Professional - Professional		ର ≣	?
	Self				0
	ACADEMY HOME PAGE	TRAINING SEARCH MY TRAI	ININGS TRANSCRIP	T	
	for Academy for Professional Excellence	¶⊊ ([∞]		Ì	
)	
	MY TRAININGS	RECENTLY LAUNCHED	UPCOMING TRAINING		
		California APS Standards for Consistency	O There are no records to display.		
3.	Make sure you are in the	COMPLETING TRAIN	NING		
	TRAINING SCHEDULE				
	This is a list of learning activity structures that you have o	ompleted. To view individual learning activities,	go to the completed activities view.		
	Search				
	CURRENT/UPCOMING EXPRESSED INTERES		TING LIST OR PENDING APPROV	/AI	
	🖹 Export To Excel 🛛 🖨 Print 🏥 View Calenda	ar			
	☐ Activity Name	¢ Region ¢	Start Completed Date	Score Gra	de Pa
		0004	11/17/2017 11/17/2017		Ye

- 4. Go down the list, find your training, CLICK ON THE TITLE in blue
 - a. You can click on the column headings to sort through the list

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XX 102 BHS Disaster Training	ATTENDED	BHED0101	7/27/2016	7/27/2016	
Course					OPTIONS

5. On the training summary page, locate the OPTIONS tab and select DIPLOMA

Course		ĺ			
BHS DISASTER		100%			
Attempt History		REGISTER AGAIN OPTIONS			
BHS developed and approved disaster training					
		Add to Favorites			
DUC Diseaster Training		Diploma			
יד BHS Disaster Training	ACTIVITIES DETAILS	Print			
	Additional Information				
	Below are the additional details about this activity such as facility, location and so on.				
	Activity status : Inactive				
	Code: BHED0101				
	Training organization : Behavioral Health Education & Training Academy				

• FOR TRAININGS THAT ARE MULTI-DAY/MULTI-PART, DIPLOMAS WILL BE ATTACHED TO THE PARENT AFTER ALL PARTS ARE COMPLETED

	ILT Class					
	DIALECTICAL BEHAVIOR THERAPY					
Attempt History BHETA is offering Dialectical Behavior Therapy training as a training they acquire comprehensive DBT knowledge and skills, practice DBT						
Dialectical Behavior Therapy						
1. DBT - Skills Training Day #1						
2. DBT Skills Training Day #2						
3. DBT - 0	ase Conference		Session DBT - Skills Training Day #1			
4. Introduction to Dialectical			9/30/2014 8:30 AM PDT - 9/30 Attornet Uistans			
			Attempt History			

• BLENDED TRAININGS WITH ELEARNINGS: SAME AS ABOVE EXCEPT ELEARNING WILL HAVE IT'S OWN CERTIFICATE AND YOU WILL NEED TO CLICK ON THE ELEARNING AND REPEAT STEP 5 TO OBTAIN IT

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6. CLICK on Print