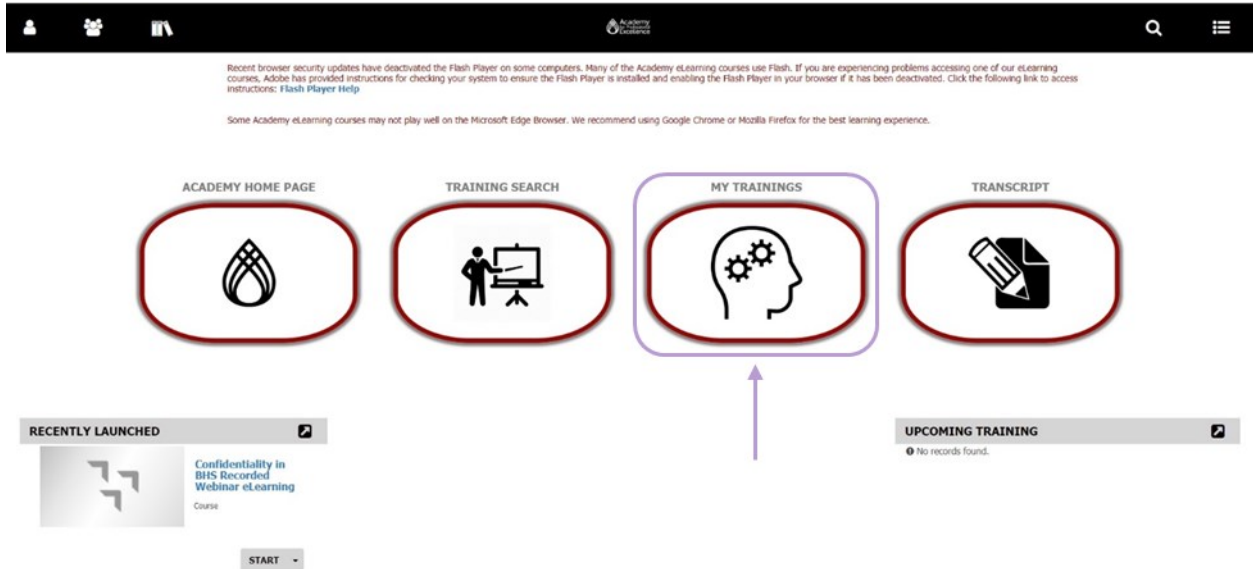
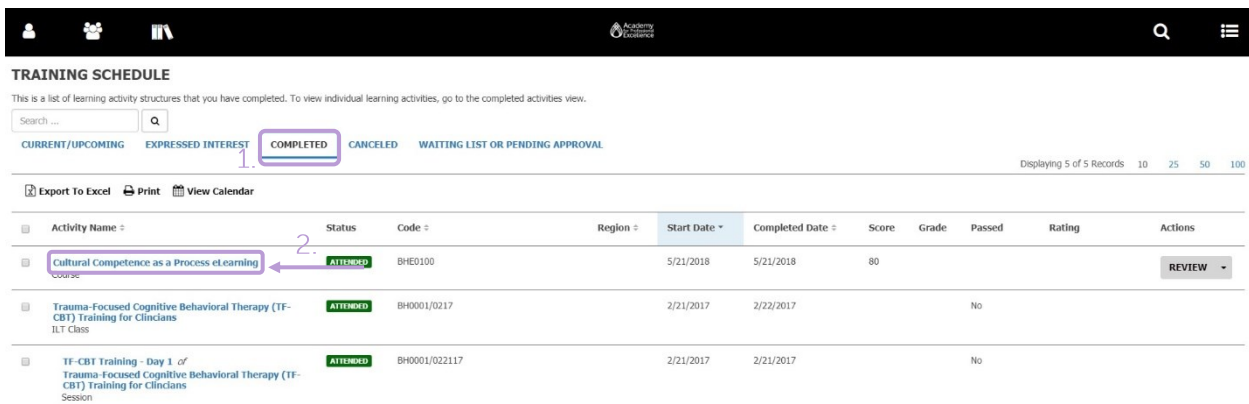


Getting Your Diploma/Certificate for CEUs

1. Login to the LMS [here](#) using your BHETA username and password. Be sure to turn off your pop-up blockers before you log in
2. On the Home page, click **MY TRAININGS**, the box in the center right of the screen

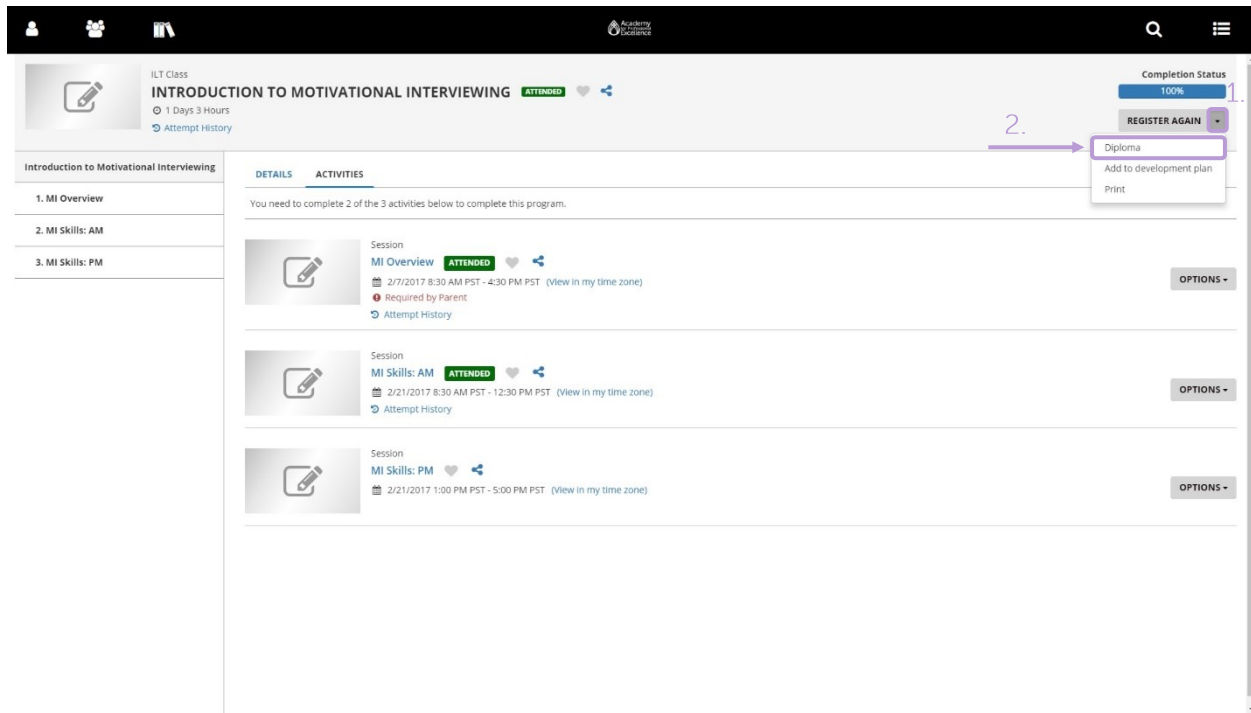


4. Click on the **COMPLETED** tab in the blue words under the search box in the upper right. There will be a blue line under the section you are in (1.)
5. Find the training you would like to access. Click the **Training Title** in blue
 - * For an in-person training, make sure you click the one that says **ILT Class** underneath it



Activity Name	Status	Code	Region	Start Date	Completed Date	Score	Grade	Passed	Rating	Actions
Cultural Competence as a Process eLearning Course	ATTENDED	BHE0100		5/21/2018	5/21/2018	80				REVIEW
Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Training for Clinicians ILT Class	ATTENDED	BH0001/0217		2/21/2017	2/22/2017			No		
TF-CBT Training - Day 1 of Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Training for Clinicians Session	ATTENDED	BH0001/022117		2/21/2017	2/21/2017			No		

7. Select the downward arrow next to the Register Again button in the top right under the blue 100% bar, then click on Diploma



8. Click PRINT or EXPORT TO PDF in the upper right of the box that pops up

