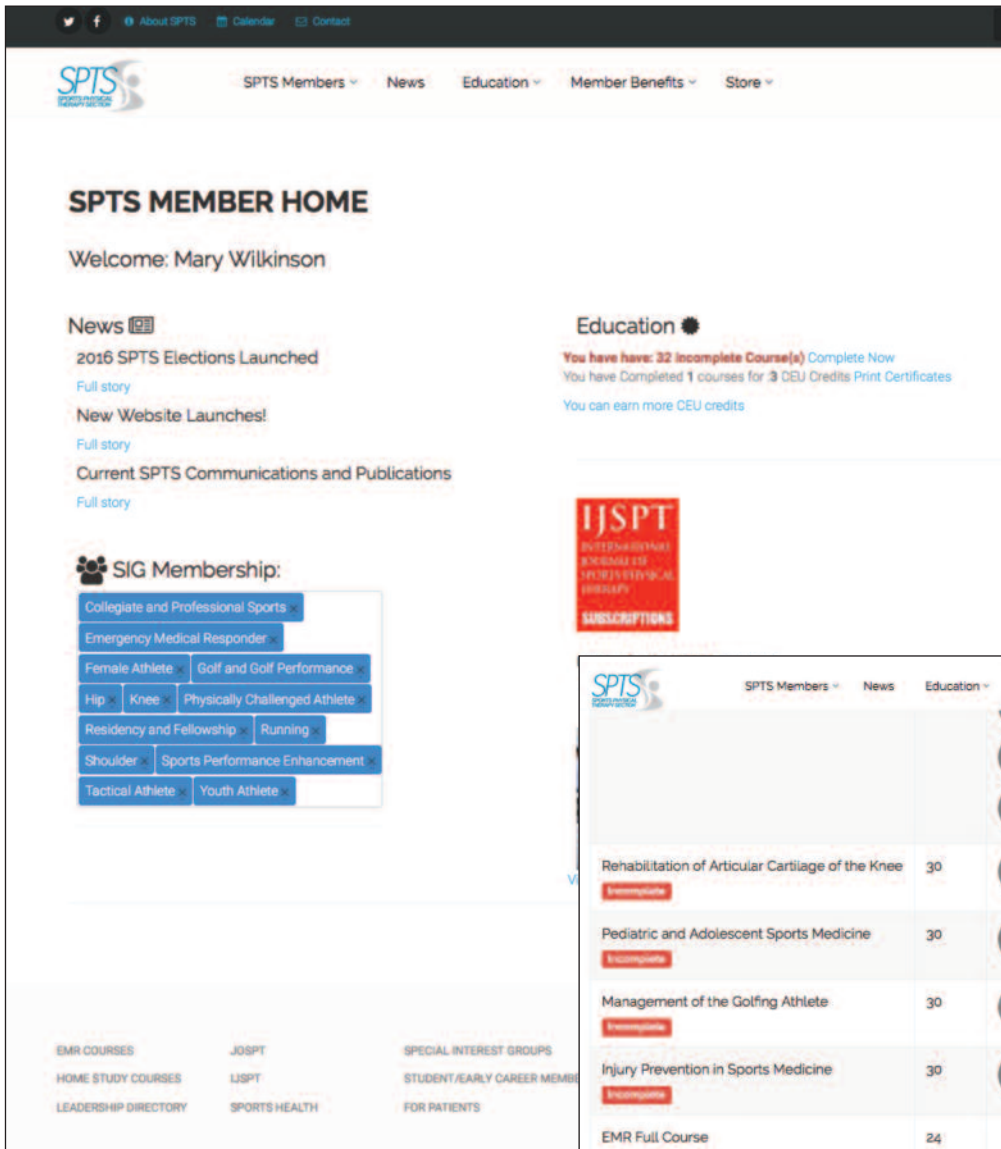# HOW TO DOWNLOAD YOUR CEU CERTIFICATE

With the revamp of the SPTS website, we've tried to make it as easy as possible for members and non-members alike to register, download certificates and track CEUs as easily as possible. Here's the simple process you need to follow when you complete your Emergency Medical Responder Course to retrieve proof of your completion of the course.

First: Login to the SPTS website with your member credentials, or the user login you created when you registered for the course.

Second: If you are not taken to your member home page, proceed to that page by choosing
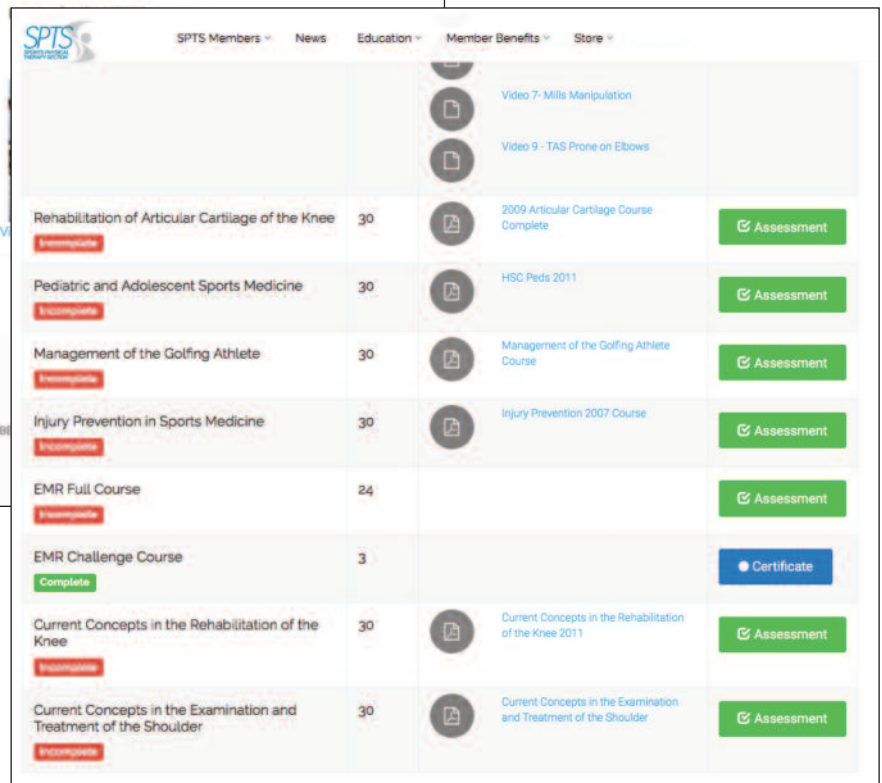**SPTS Members > SPTS Member Home** from the dropbox inside the light gray bar at the top of the home page.

Third: Look at the **Education** area of your home page. You will see that you are notified that you have completed a course. Click on **Print Certificates**.

Alternately, you may select the Complete Now link, and you will be taken to the list, where you will see your completed courses.

Fourth: Select your completed course certificate by clicking the blue box as shown below.

Fifth: Download your PDF certificate and print or save!

Shown above is a sample certificate. Yours will show the course you attended, the date and the CEUs you earned.

Tracking your CEUs:
The SPTS website tracks all CEUs you purchase through SPTS. You may login at any time to see how many CEUs you have earned, find out when you need to take a re-certification course, print off replacement certificates, or purchase new courses.

Having difficulty?
If you're having difficulty accessing your course iinformation, email Mary Wilkinson at mwilkinson@spts.org.

Please note that if you purchased your course prior to February 1, 2016, it will not be in the SPTS system.

Thank you for taking the Emergency Medical Responder Courses through SPTS and CogentSteps!