

**Certificates are provided *only for those who are registered attendees for the conference and who signed the attendance roster for the class.***

To obtain and print your attendance certificate, you will need to have Adobe Acrobat Reader (at least Version 7.0) installed on your computer and an active printer. Open the file for the conference you attended. Scroll down until you find your name or use *Find* (ctrl + f) to search for your last name. Once you are on the correct certificate, click on the "Print" icon or select *Print* from the *File* menu. Select "Landscape" as your page orientation or select "Choose Paper Source by PDF page size," if available. Select "Print current page" as your print range, and then click "okay."

If you attended more than four or five course sessions, there may be additional pages. Make sure you check a page up or down to assure you have printed all of your certificates.