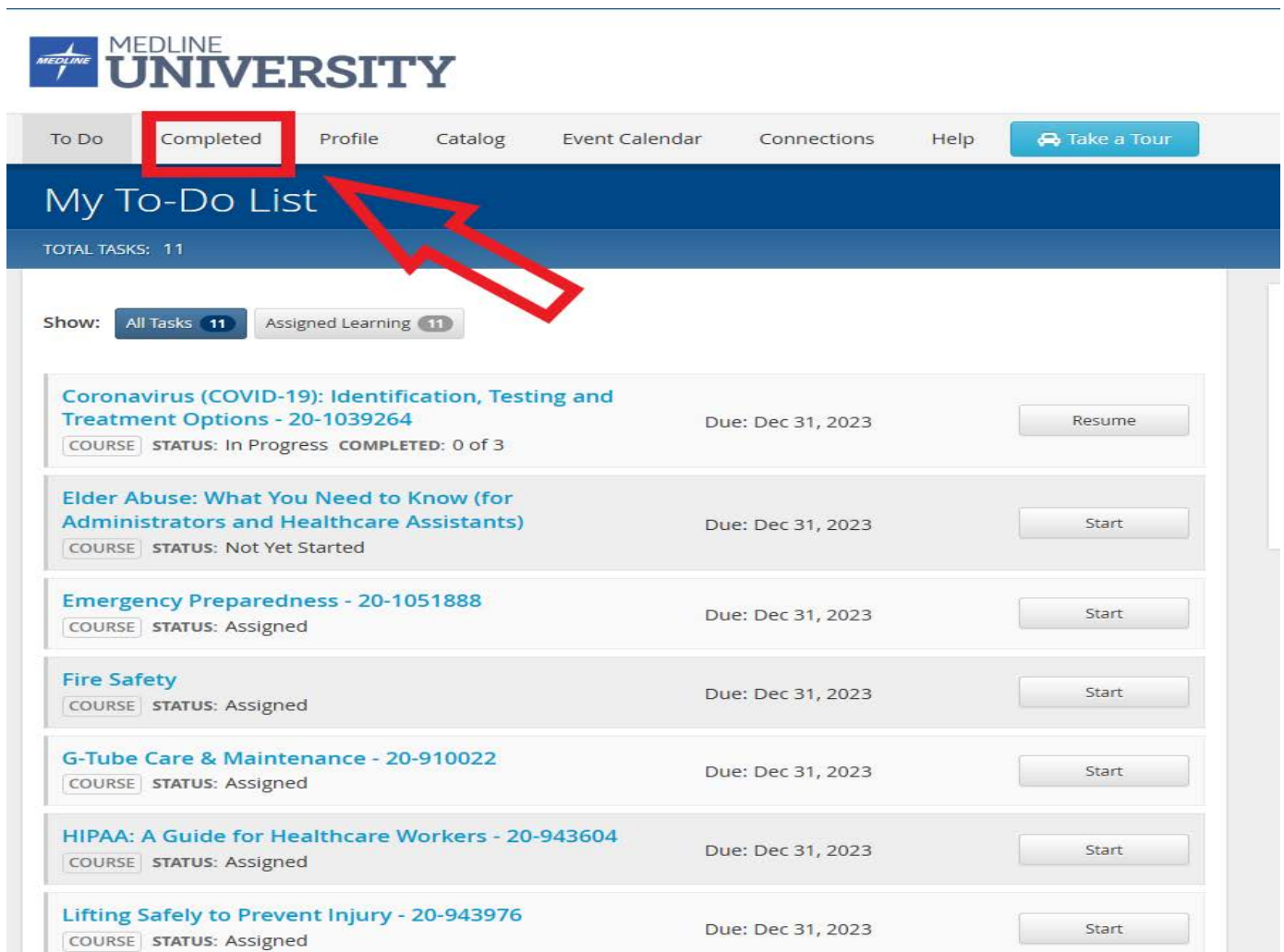


From your dashboard, you have the option to see a comprehensive list of all the courses you've completed. To access your CEU Certificate, please adhere to the following guidelines. This specific certificate is the one you should submit to the board when you're renewing your license.

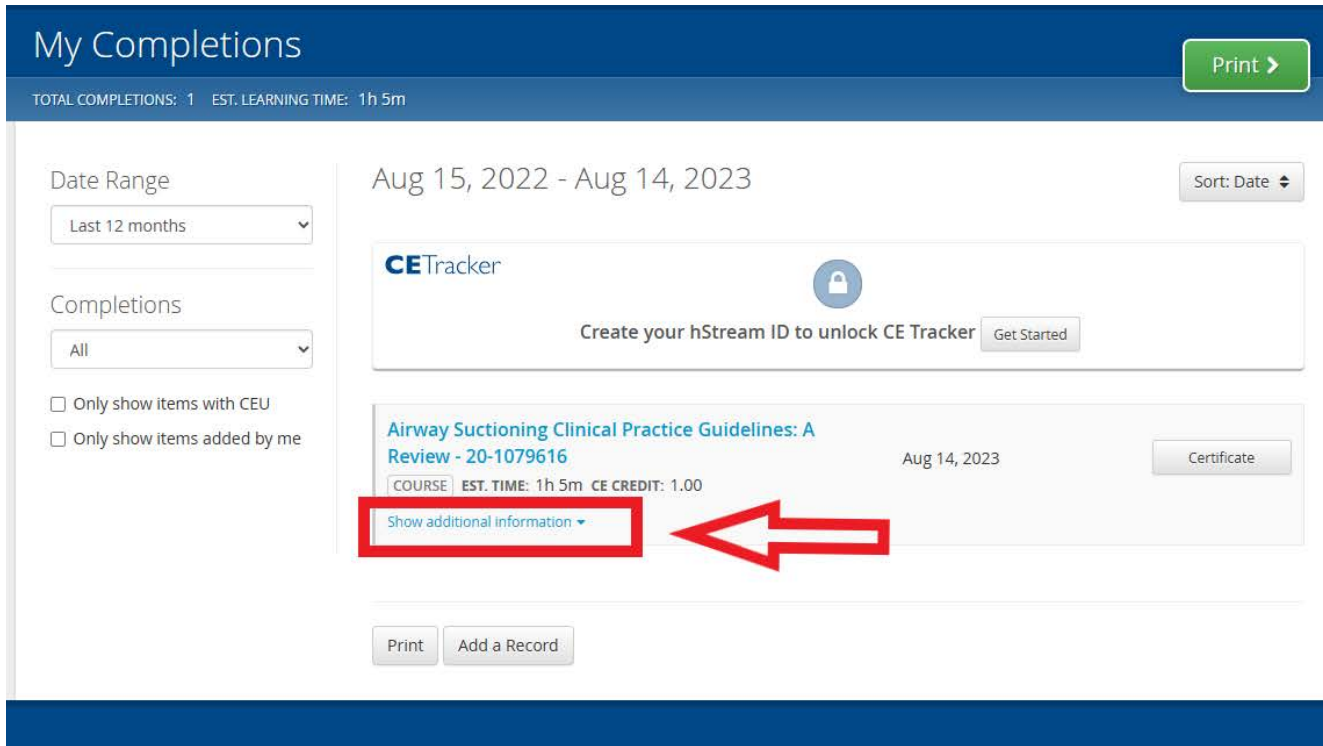
- 1) Click on the "Completed" tab at your dashboard. Then select the course you wish to view.



The screenshot shows the Medline University dashboard. The 'Completed' tab is highlighted with a red box. A red arrow points to the 'Completed' tab. Below the navigation bar, the page title is 'My To-Do List' and it shows 'TOTAL TASKS: 11'. There are two filters: 'All Tasks' (11) and 'Assigned Learning' (11). The list of courses includes:

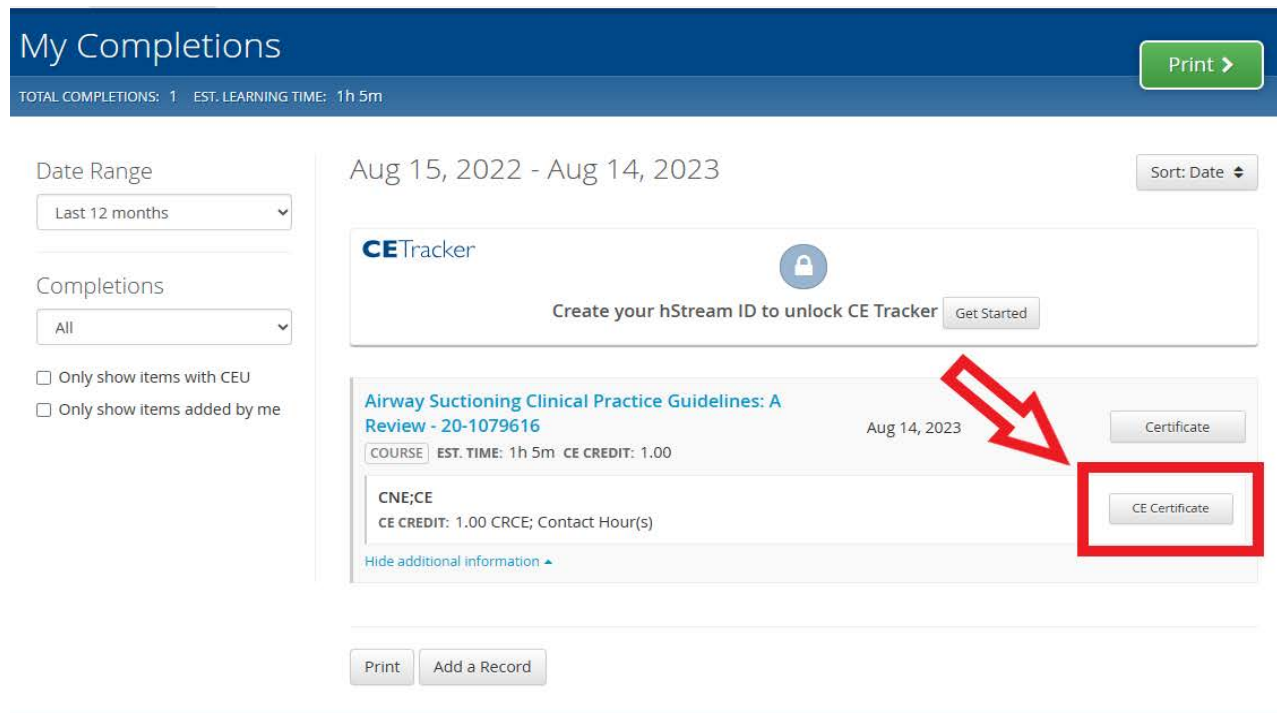
Course Title	Status	Due Date	Action
Coronavirus (COVID-19): Identification, Testing and Treatment Options - 20-1039264	In Progress	Dec 31, 2023	Resume
Elder Abuse: What You Need to Know (for Administrators and Healthcare Assistants)	Not Yet Started	Dec 31, 2023	Start
Emergency Preparedness - 20-1051888	Assigned	Dec 31, 2023	Start
Fire Safety	Assigned	Dec 31, 2023	Start
G-Tube Care & Maintenance - 20-910022	Assigned	Dec 31, 2023	Start
HIPAA: A Guide for Healthcare Workers - 20-943604	Assigned	Dec 31, 2023	Start
Lifting Safely to Prevent Injury - 20-943976	Assigned	Dec 31, 2023	Start

2) Click on the "Show Additional Information" tab in the completed tab



The screenshot shows the 'My Completions' interface. At the top, it displays 'TOTAL COMPLETIONS: 1' and 'EST. LEARNING TIME: 1h 5m'. A 'Print' button is in the top right. On the left, there are filters for 'Date Range' (set to 'Last 12 months') and 'Completions' (set to 'All'). Below these are checkboxes for 'Only show items with CEU' and 'Only show items added by me'. The main content area shows a date range of 'Aug 15, 2022 - Aug 14, 2023' and a 'Sort: Date' dropdown. A 'CETracker' section prompts to 'Create your hStream ID to unlock CE Tracker' with a 'Get Started' button. Below that, a course entry for 'Airway Suctioning Clinical Practice Guidelines: A Review - 20-1079616' is shown, dated 'Aug 14, 2023'. The course details include 'COURSE', 'EST. TIME: 1h 5m', and 'CE CREDIT: 1.00'. A 'Show additional information' button is highlighted with a red box, and a red arrow points to it from the right. A 'Certificate' button is also visible to the right of the course entry. At the bottom, there are 'Print' and 'Add a Record' buttons.

3) To view your CEU Certificate, simply click the "CE Certificate" button



This screenshot is similar to the previous one, showing the 'My Completions' page. The course entry for 'Airway Suctioning Clinical Practice Guidelines: A Review - 20-1079616' is expanded to show details: 'CNE;CE' and 'CE CREDIT: 1.00 CRCE; Contact Hour(s)'. A 'Hide additional information' link is at the bottom of the course entry. A red arrow points from the right towards the 'CE Certificate' button, which is highlighted with a red box. The 'Certificate' button is also visible to the right of the course entry. The rest of the interface, including filters and summary information, remains the same as in the previous screenshot.