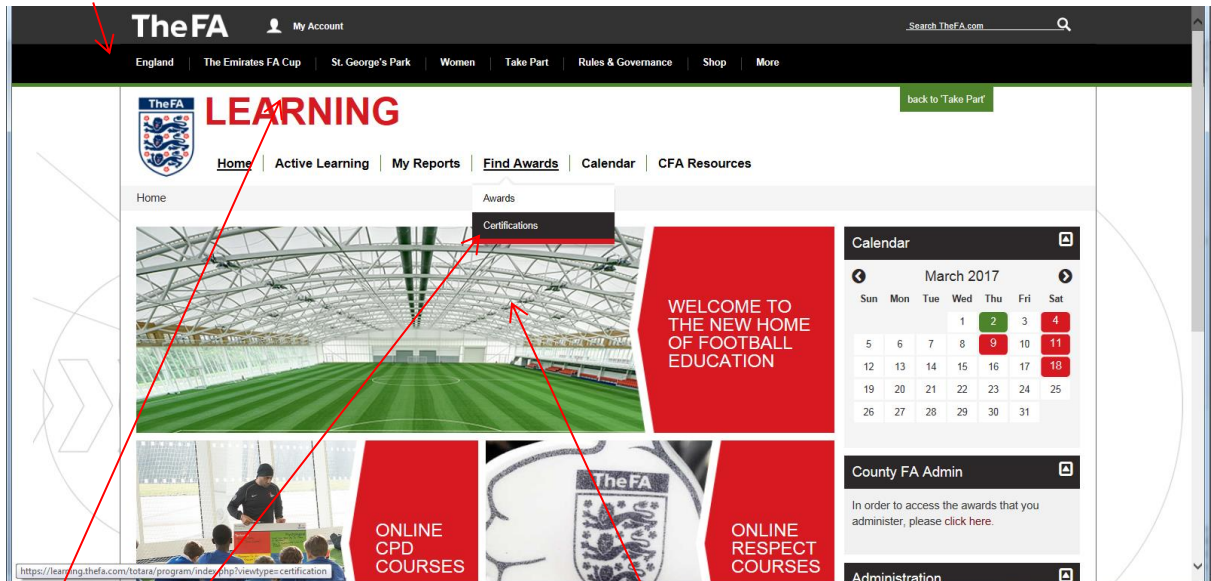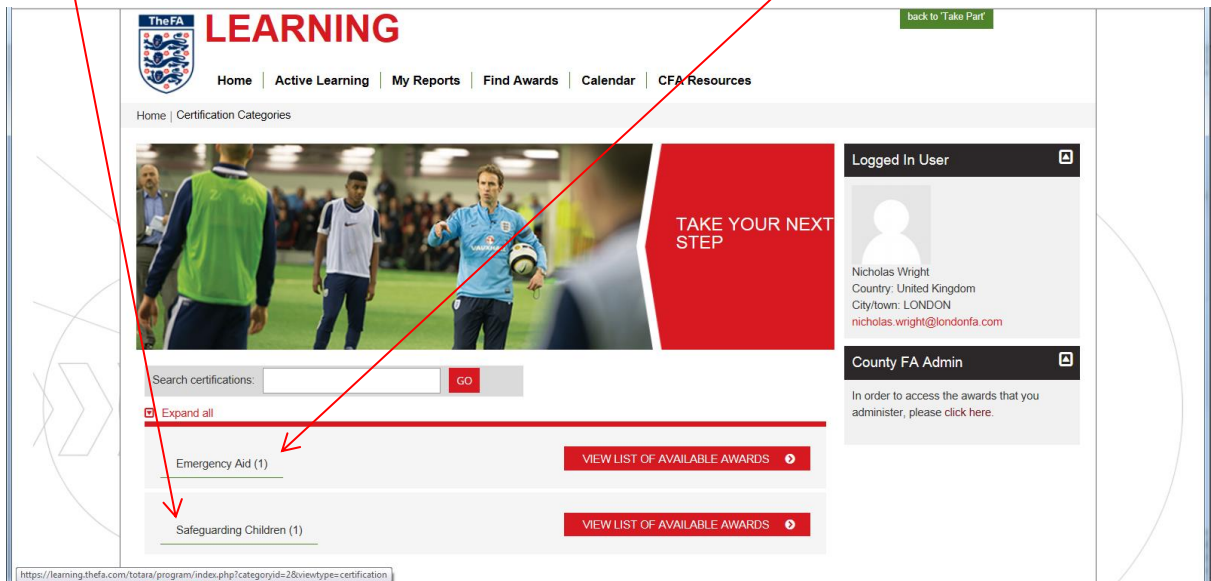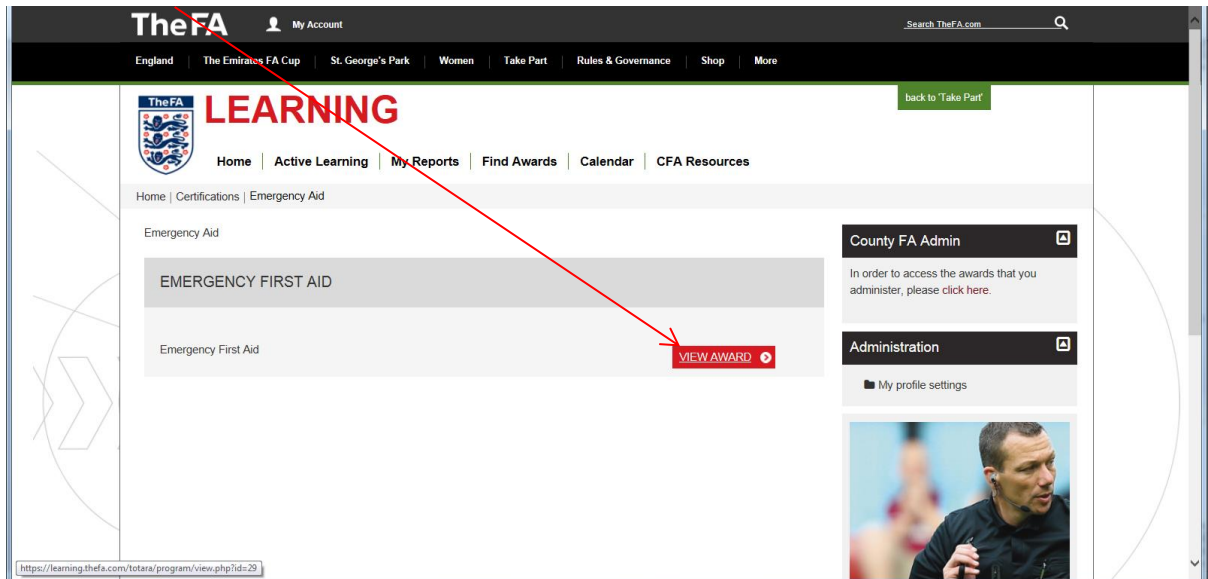- Go to www.learning.thefa.com

- Sign in
- Select 'Find Awards' in the drop down box select 'Certifications'
- This will take you to a new webpage there you will have to select 'Emergency Aid' or 'Safeguarding Children' depending on which one you want printed

- This will take you to a webpage of the course you want, select 'View Award'

- This will take you to a new webpage the **status bar** needs to be full and if you hover over it will state whether its complete. If its complete you will then be able to select **certificate**