



How to Download Your CE Certificates

-  Log in to your ODMHSAS Training Institute Account.
-  On the main page, hover over the box icon in the top left-hand corner.
-  In the user menu, select *My Courses and Learning Plans*.
-  Find the session you want to enter the code for and click into it.
-  Under the *Training Materials* section, click the *Test button* with the session title.
-  Select the *Start Learning Now* button and then start the “test”.
-  Enter the code you received for that session, complete the survey questions, and submit the test.
-  You should now be able to download your certificate with the CE credits listed.

