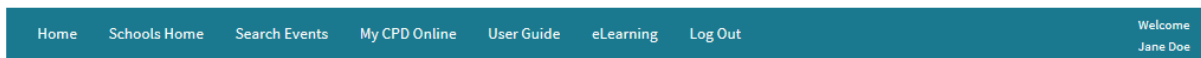
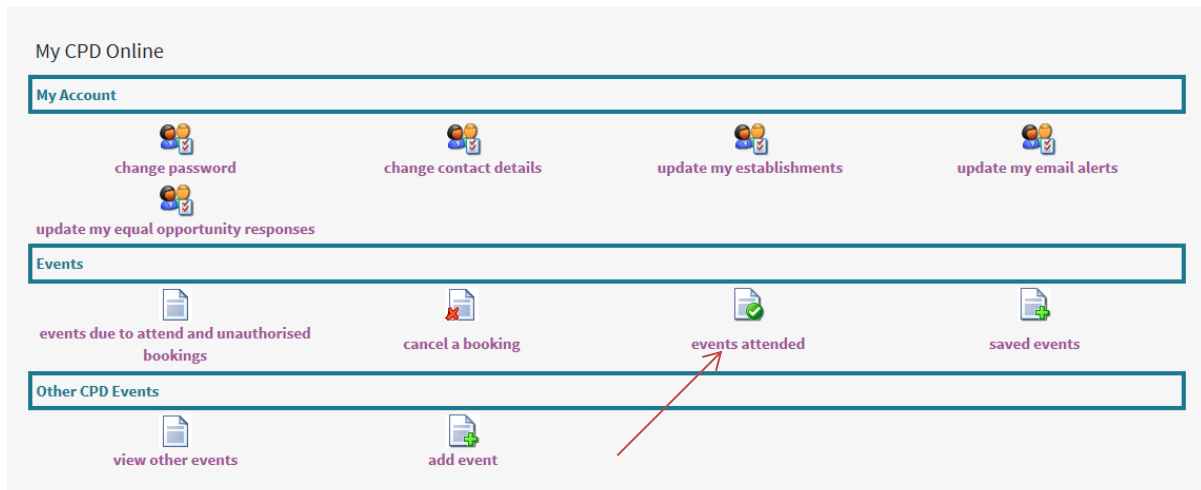


Guide on how to retrieve your certificate on Kent CPD online

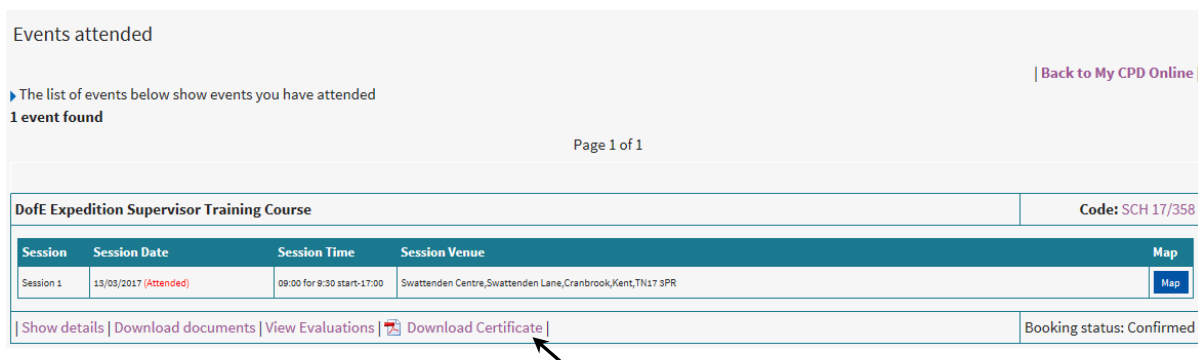
Log into your account and select from the top toolbar the option that reads **My CPD Online**:



The below screen will appear please select the option under the title **Events** that reads **events attended**



Please scroll through the list of courses to find the event you wish to download the certificate for (remembering past events show first in the list of events attended before the current courses). When you find the event you wish to download your certificate for, please click on the option 'download certificate'.



A new window will appear containing your certificate and you can then print off this document. Please remember this is an ATTENDANCE certificate only. All your course attendance will remain against the 'events attended' option and you can print off your certificates as many times as you like.