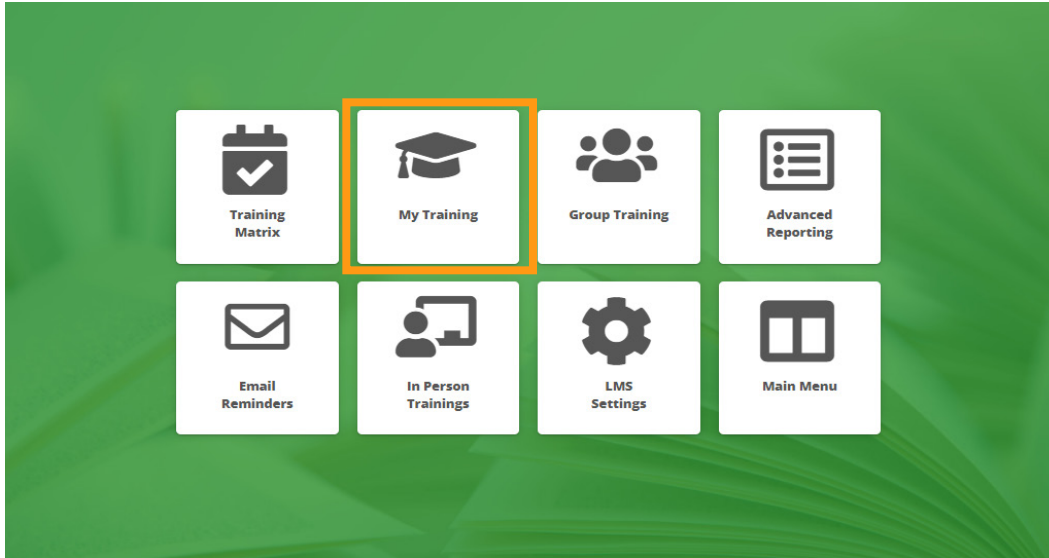
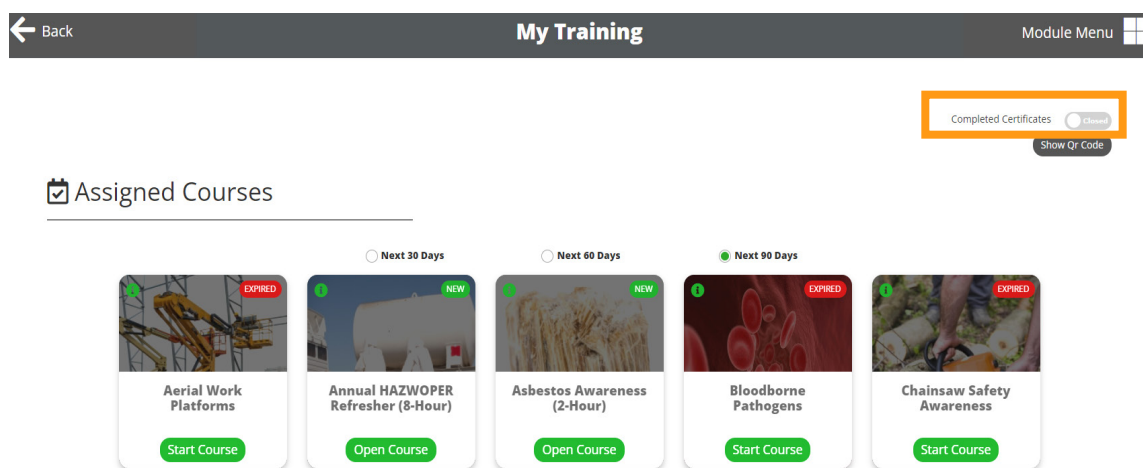


# ACCESSING PERSONAL TRAINING CERTIFICATES



To access personal copies of your completed training certificates, go to the *Learning Management (LMS)* module and click on *My Training*.

**NOTE:** Depending on your level of access, your screen may have different tiles, or may go directly to *My Training*.



Click on the *Completed Certificates* toggle switch to open the *Personal Training Matrix*.

## Certificate Matrix

 Completed Certificates Open

Show Qr Code

 Search: 

Course Name	Course Documents	2022	2021	2020	2019
Handwashing Basics				✓	
Hazard Communication (Industrial)		✓		✓	
Hearing Conservation					✓
Hearing Conservation (Standard)				✓	
Heat Stress			✓		✓
Housekeeping					✓
Infectious Disease and Covid-19 Safety		✓		✓	
Injury and Illness Recordkeeping				✓	
Ladder Safety				✓	
Office Safety			✓	✓	

Previous 1 2 3 4 5 Next

Use the search box to find the course certificate you are looking to access.

Click on the appropriate check mark icon under the corresponding year for the course certificate you are interested in viewing.



**CERTIFICATE OF TRAINING**  
 Eye Protection and Safety  
*Jane Doe*

Has successfully completed this computer-based safety training course via Drive Learning. This course meets the minimum annual training requirements outlined in the corporate Health and Safety Manual for this subject.

**Issue Date:** 2022-09-30  
**Expiration Date:** 2023-09-30  
**Certificate Number:** 28714

**Delivered By:**  
 Drive Learning  
 Drive Learning  
 Online Training

830 W Washington Street, Marquette, Michigan 49855  
 906-228-5125 | drivelearning.com

A copy of your completed certificate for the selected course and year will open in a new browser window. You can now either download or print a copy of the certificate. This can be accomplished by right clicking on the document and selecting either *Print* or *Save As* option.