



Arizona Department of Education
Community Nutrition Programs
How to Print Training Certificates

Printing Certificates for Online Trainings

Step One: Complete the online training.

Step Two: On the last page of the training, click the link that reads 'Click Here! Complete Survey & Obtain Training Certificate.' A new page will load.



Step Three: Complete the brief survey to obtain your training certificate. Once complete, click the link that reads 'SUBMIT SURVEY AND OBTAIN TRAINING CERTIFICATE.'



Step Four: The Training Certificate will open on your computer. Type in your first name, last name, and the date you completed the training. Choose the training that you completed from the drop-down menu.

Arizona Department of Education
Health & Nutrition Services
Community Nutrition Programs


certifies that

Type name.
First and Last Name

has completed a course in

Training Title

Type date of completion of online training.
Completion Date (mm/dd/yyyy)


Erin Ray
Community Nutrition Programs Co-Director

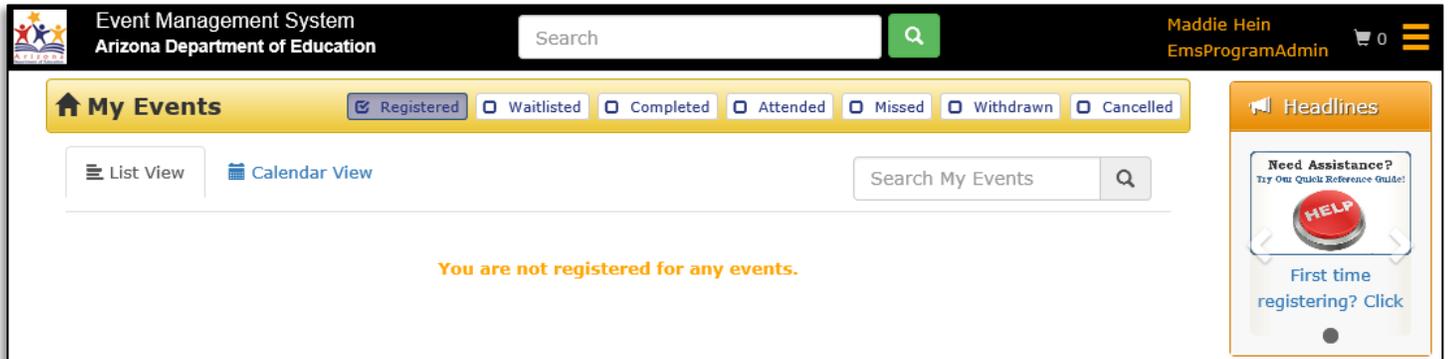
Select training title.

Step Five: Your training certificate is now ready to print or save to your computer.

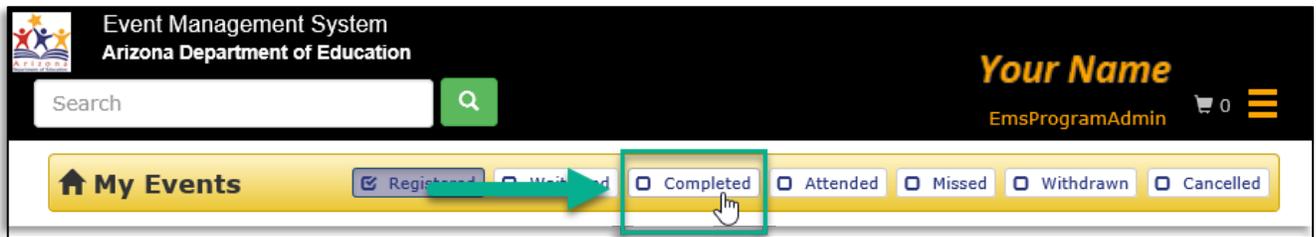
Printing Certificates in EMS

Step One: 24 hours after the training, login to the EMS system: <https://ems.azed.gov/>

Step Two: Once you are logged in, your screen should appear similar to the image below.



Step Three: Verify that the training attendee's name is on the far right side of the screen. Then, click 'Completed.'



Step Four: Find the desired training and select 'Print Certificate.'



A survey will load. You will need to complete the short survey before printing your certificate.

Questions? Please contact your assigned program specialist or the Specialist of the Day at (602) 542-8700, press 1 for further assistance.

This institution is an equal opportunity provider.