



1. Navigate to the ACCP1.org website.
2. On the top bar, use the Education tab to locate the [ACCP Learning Management System \(LMS\)](#). You will be redirected to log into the LMS.
3. On the [Sign In](#) screen, log in using your Username and Password.
4. Once logged into the LMS, find your account information on the right sidebar and click the [Dashboard](#) link.
5. On the Dashboard page, use the [Filter by Status](#) drop down menu to select completed.
6. Scroll down to find the title of the desired course.
7. Click on the [course title](#). This will take you to the course.
8. Once at the course, click the [Article, Webinar, Test, Eval, Certificate](#) tab.
9. Make sure that all of the elements have a [green check mark](#) indicating they have been completed. NOTE: You will not be able to print your certificate if one of the components listed is incomplete.
10. Finally, on the [CE Certificate](#) line, click the orange box entitled [View/Print Your Certificate](#). If you have not previously claimed the credit(s), this box may state [Claim Medical Credits](#).

