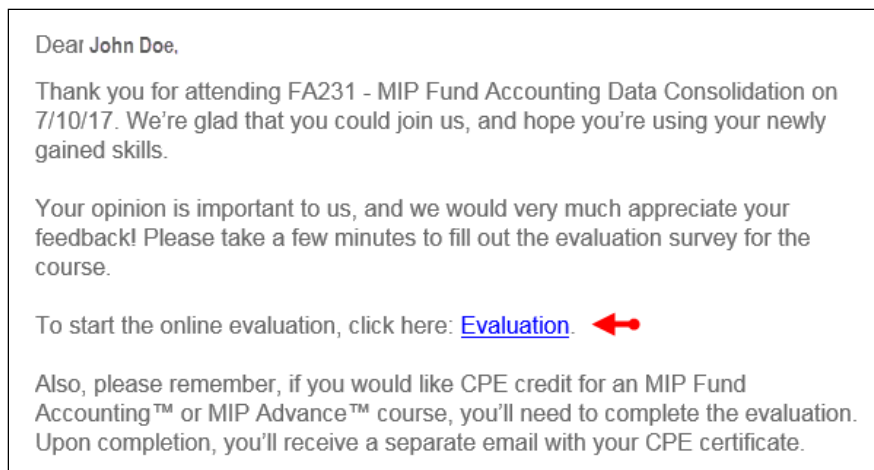




OBTAINING YOUR COMPLETION/ CPE CERTIFICATE

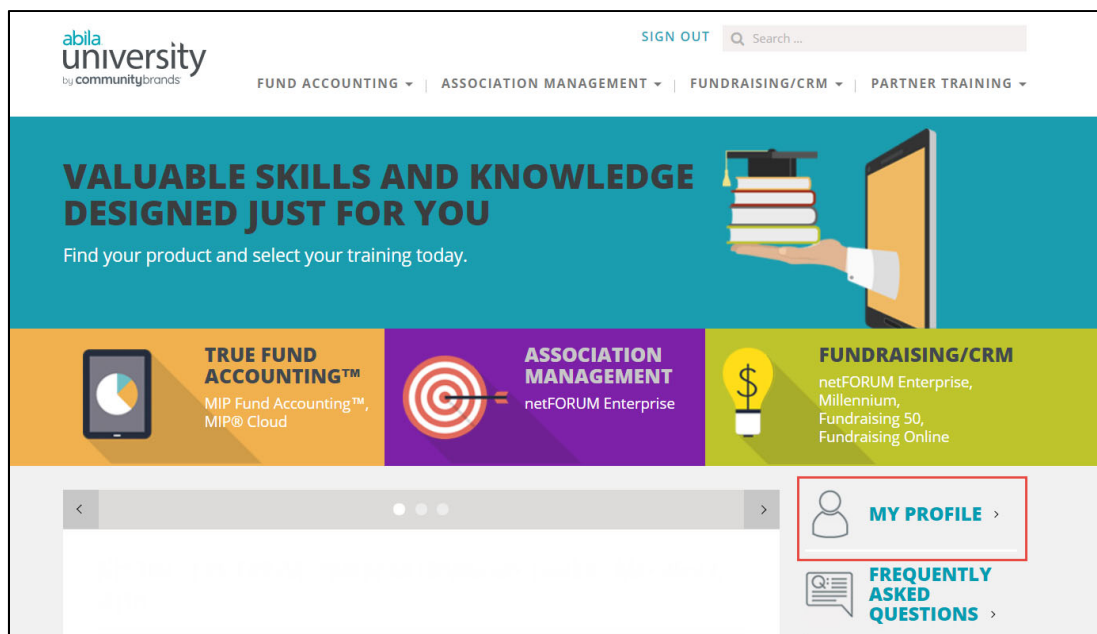
There are two ways to receive your completion/CPE certificate:

1. After attending a class, you will receive an email reminder to complete the evaluation. Click on **Evaluation** in that email.



2. Or you may go to **Abila University**

- Select **MY PROFILE**



- Login to your profile by entering your Abila Login credentials (Email Address and Password), then press the Log In button

Existing Account Login

Email Address

Password

LOG IN

[I don't know my password »](#)

- Press the History tab, locate the class and click **Evaluation**

My Profile

[My Registrations](#)
History
[My Subscriptions](#)
[My Certifications](#)
[Contact Information](#)

Q

COURSE ▲	STATUS ▲	DATE ▲	PASSED	ATTENDED	COMPLETED DATE	ACTIONS
FA228 - MIP Fund Accounting Fi... <small>581-161-9-17-40</small>	● Confirmed	7/6/17 - 7/6/17 7 2:00PM - 4:00 PM Central Time (US & Canada)	✓	✓		i More Infor... Evaluation <div style="color: red; font-size: 1.5em; margin-top: 5px;">↑</div>

- Complete the brief evaluation, then click **Finish**.
- You will receive an email from training@abila.com with the certificate attached.

PLEASE SAVE THE EMAIL CONTAINING YOUR CERTIFICATE IN YOUR RECORDS FOR FUTURE REFERENCE