



Trust University

LEARNER

INSTRUCTIONS

Serviced by:
RELIAS

Questions?

Contact your Trust University Supervisor, use Relias Connect for chat support during business hours, or e-mail losscontrol@wctrust.com for help.

Welcome to Trust University! To help you navigate the Online University, here is a step-by-step guide to register, take courses and track your training. ***Please ensure you are using the latest version of one of the following browsers: Mozilla Firefox, Microsoft Edge, Google Chrome or Safari (Internet Explorer is NOT supported). Your browser must also allow pop-up windows. (Search how to disable pop-up blockers for your particular browser).***

If you experience any difficulty, contact your Trust University Supervisor or email losscontrol@wctrust.com for more help.

Step 1: Register Yourself

If you had a user name and password for the previous Trust University, go directly to Step 2 as you do not need to create a new account. **Please do not register more than once!** To register for Trust University, please follow these instructions:

- Go to www.wctrust.com in the navy blue Quick Links box on the right, select "Trust University", the next screen is a description of Trust University, click on **Click here to log into Trust University**. Once in Trust University, please select **Don't have an account? Create one now!** if you have not registered previously.
- Fill in your registration information including your First and Last Name, **Username**, **Password** (between 8 and 50 characters), Email, Job Title and Policy Number (5 digits).
- Click **Submit**.





WCT Policy Number
is: _____

Step 2: Access the Site

Once you have registered into the Trust University, you can access the site 24/7 from any device with internet access.

- Go to www.wctrust.com in the navy blue Quick Links box on the left, select "Trust University", the next screen is a description of Trust University, please use the "Click here to log into Trust University" link. Once in Trust University, enter your User Name and Password.
- You are now in Trust University, on your home screen which summarizes all of your current courses.

Step 3: Enroll in Courses

- On the left menu bar, click on  **Course Library** to view the full course library listing. There are two ways to search for courses:
 - Use the box to type in a keyword or course number and press Enter or click on the magnifying glass .
 - Use the **Filters** menu on the left side. Search by specific professional and medical boards and professions to find courses relevant to your field. You can also sort courses alphabetically, by relevance, or date by using the "Sort By" function under the search bar.
- Click on  to join the course.
- Once you have enrolled in the courses you have been assigned, click on  **Assignments** on the left to begin your courses.

Step 4: Track Progress


Now that you have taken courses, you can track your progress on the **Transcript** tab:

Transcript Report – This shows a summary of all tests that have been attempted/completed:

- Choose the time period you want to see results for by either using the calendar function or entering specific dates.
- Select the different ways you want to sort the information by using the drop-down menus.
- At the bottom of the page, you can click on Print Transcript which creates a pdf that can be printed or saved as a pdf and emailed.

Step 5: Print Certificate of Completion


Once you have completed courses, you can print your **Certificate of Completion** for your records through the **Transcript** tab.

- Click on the **certificate icon** next to the class you have completed (if available). 

2. In the Certificate, use the Certificate(s) drop down to choose Certificate of Completion for a Relias Course or Trust University for a Quick Course.
3. Confirm your information is correct or add it in if needed.
4. Depending upon your organization's policy (ask your Supervisor), use the Print Certificate, Email Certificate or Download Certificate to share the results.

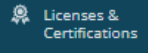
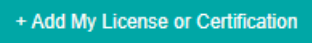
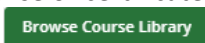
Step 6: Manage Your Profile

You can update or change your password, name, email address, or phone number through the **Settings** Tab in the upper right corner.


1. Click  in the upper right corner of the window.
2. Make the necessary changes to your profile. Click **Save**.

Step 7: Licenses and Certifications

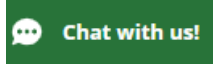
You can earn CE credits towards CE state and national provider licenses and certificates you hold.

1. Click  from the left menu.
2. Click . Fill out the form. Click **Save**.
3. When searching for courses for your license or certificate:
 - a. From the Assignments tab, click 
 - b. Use the drop-down menu for All Certificates to find your license/certificate to see what courses are approved for CE's.

Step 8: Customer Support

Get assistance 24/7 by clicking the  button in the lower right corner of the screen. From there, you can click on Navigation Help or Relias Connect. **Navigation Help** is filled with tutorials and product walkthroughs to help you use the platform.

If you need customer support, click on **Relias Connect**. From there, you can browse the article directory, search for a topic using the search bar, or you can click on **Support** at the top of the screen. On the next page, click on

 in the lower right corner of the screen. Chat support is only available M-F 8am-5pm EST.

NOTE: Learners can only use chat support; phone support is for supervisors and admins only.

If you experience any difficulty, ask your organization's Trust University Supervisor or email losscontrol@wctrust.com for more help.

Log In Often to Stay On Track.

USE THIS URL



Once logged in navigate to the person icon in the upper right corner

of the site then →

MY ACCOUNT



ANSWER SECURITY QUESTIONS



Forgot your password?

There are options! For assistance click "Forgot your password?"

To reset your password, you will need to provide your username or last name and email.

If you don't receive the security code, or if you do not have access to email, you can elect to answer the security questions instead.

RELIAS

User Name

Password

[Forgot your password?](#)
[Request Help](#)

[Log In](#)

[Don't have an account? Create one now!](#)

[Change Site Language](#) | [View System Requirements](#)

STILL HAVING TROUBLE?

Contact _____

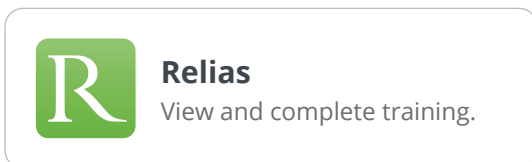
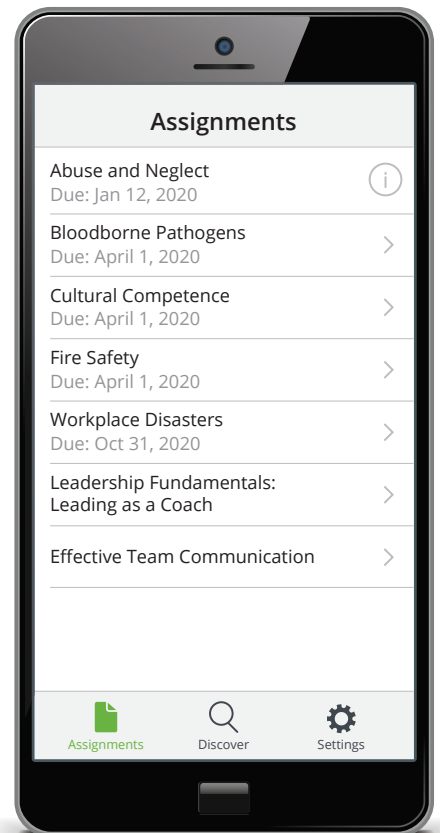


Take your training with you.

Download the free Relias app on your mobile device for instant access to your courses anytime, anywhere.

Access your training by going to your Relias URL and logging in with your credentials.

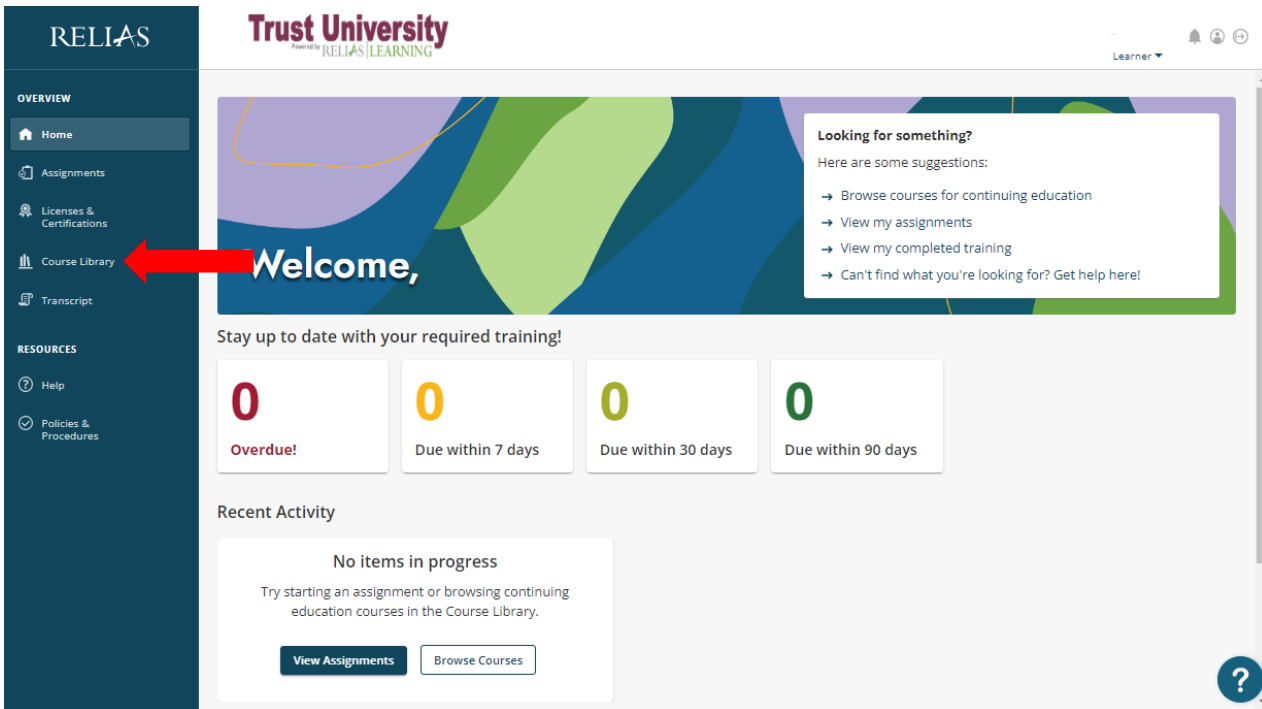
Your Relias URL is:



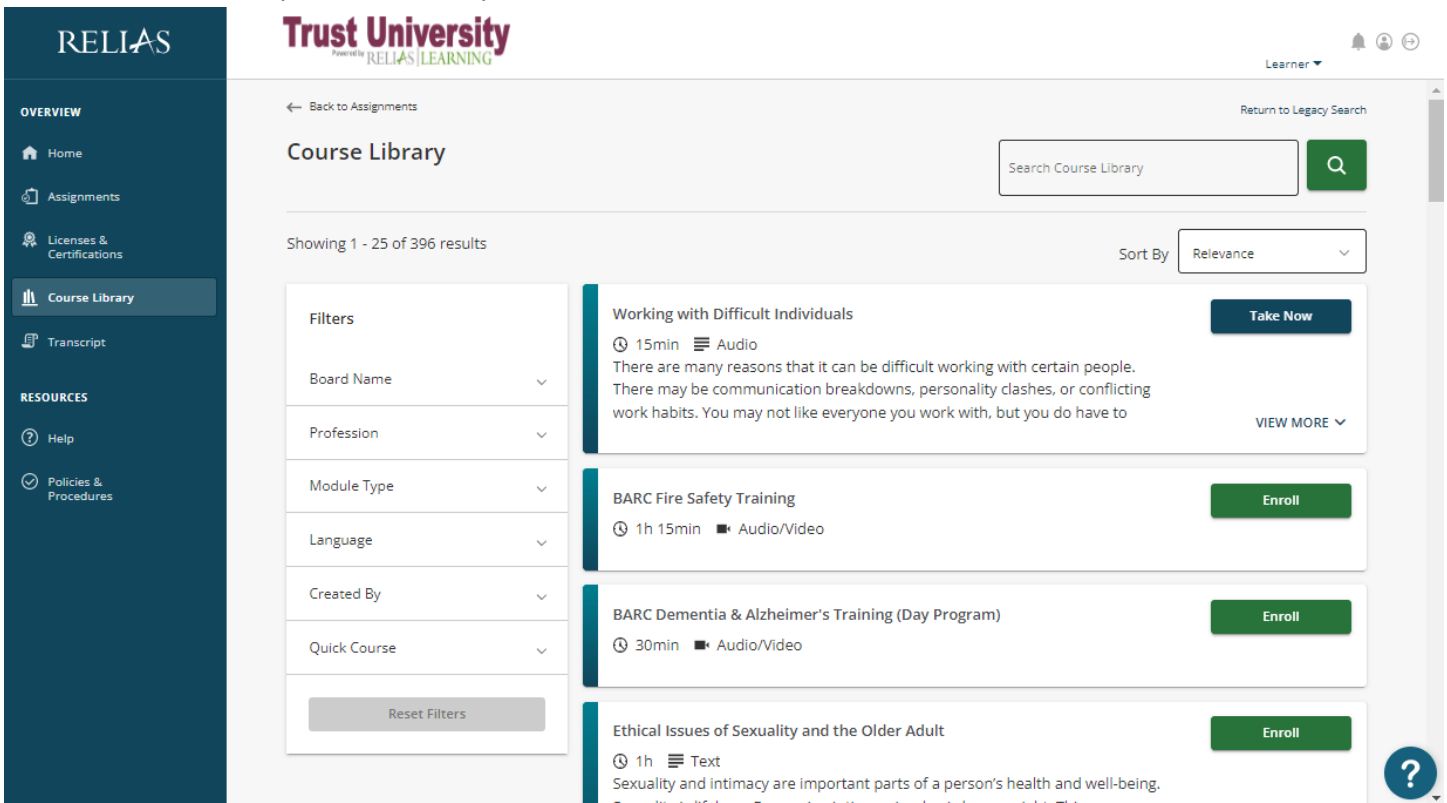
Searching for Modules (Learners)

How to Get to Your Module List

As a Learner, this is your dashboard view. Click on **Course Library**

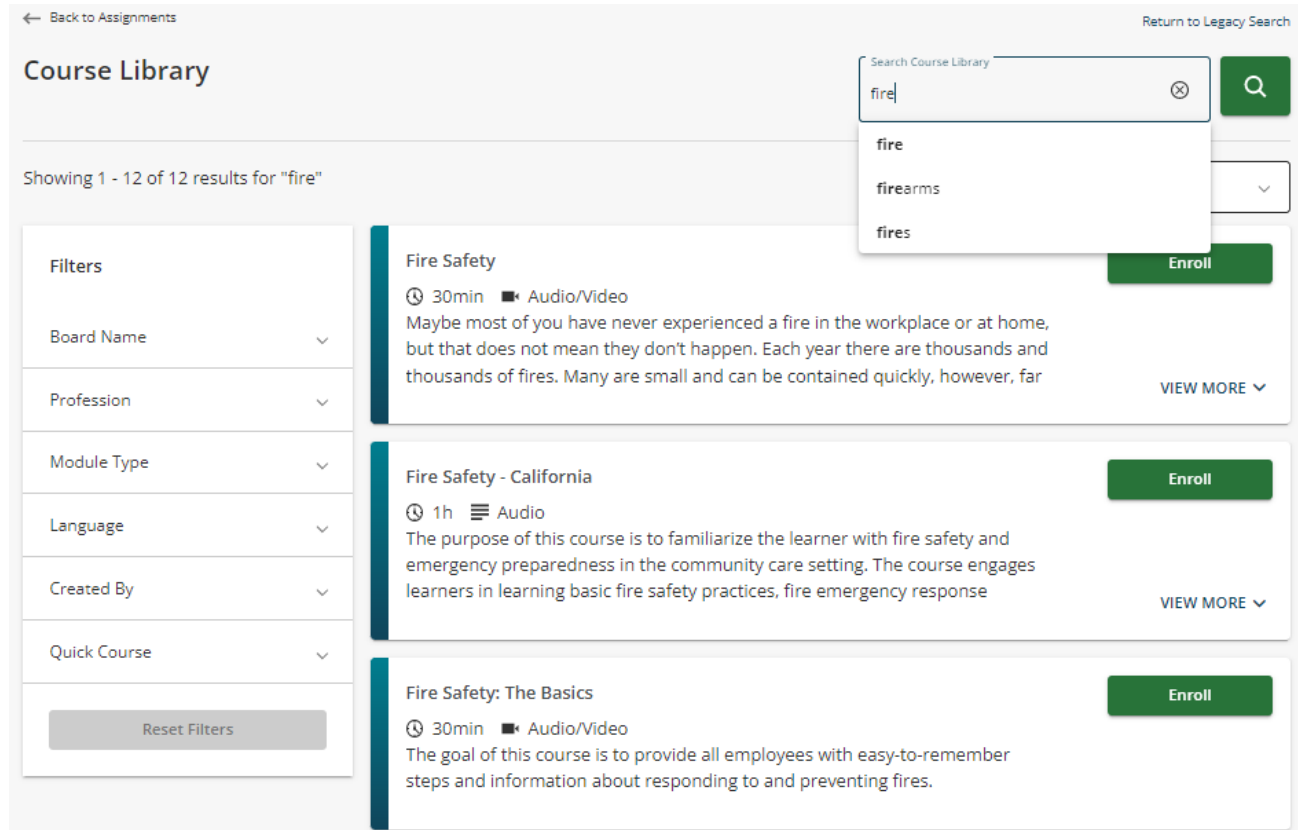


From the Course Library, there are 3 ways to search for modules/courses.



Search Option 1: Search Bar

Here you can input your desired search terms. The search function will locate any titles or module courses that contain your search term. The search function will locate any titles or module codes that contain your search term. For example, if you are looking for modules on “Fire Safety” it is advisable to search the word fire. The search function will show any modules that contain the word fire in the title.

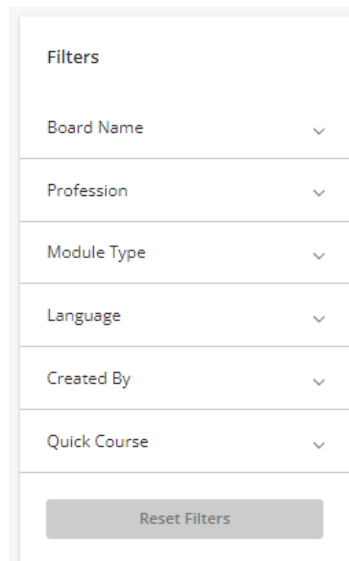


The screenshot shows the 'Course Library' search interface. At the top left, there is a 'Back to Assignments' link. At the top right, there is a 'Return to Legacy Search' link. The main heading is 'Course Library'. Below the heading, there is a search bar with the text 'Search Course Library' and a search icon. The search term 'fire' is entered in the search bar. A dropdown menu shows suggestions: 'fire', 'firearms', and 'fires'. Below the search bar, there is a message: 'Showing 1 - 12 of 12 results for "fire"'. On the left side, there is a 'Filters' panel with the following options: Board Name, Profession, Module Type, Language, Created By, and Quick Course. A 'Reset Filters' button is located at the bottom of the filters panel. The main content area displays three search results:

- Fire Safety**: 30min, Audio/Video. Description: Maybe most of you have never experienced a fire in the workplace or at home, but that does not mean they don't happen. Each year there are thousands and thousands of fires. Many are small and can be contained quickly, however, far. **Enroll** button and **VIEW MORE** link.
- Fire Safety - California**: 1h, Audio. Description: The purpose of this course is to familiarize the learner with fire safety and emergency preparedness in the community care setting. The course engages learners in learning basic fire safety practices, fire emergency response. **Enroll** button and **VIEW MORE** link.
- Fire Safety: The Basics**: 30min, Audio/Video. Description: The goal of this course is to provide all employees with easy-to-remember steps and information about responding to and preventing fires. **Enroll** button.

Search Option 2: Filters

Use the drop down filters on the left to sort courses by medical and professional boards, profession, module type, language, creator, or quick course.



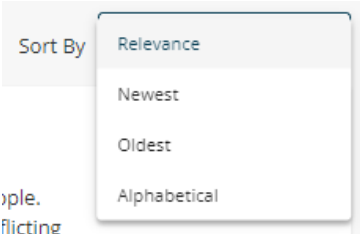
The screenshot shows the 'Filters' panel in the Course Library interface. It contains the following options:

- Board Name
- Profession
- Module Type
- Language
- Created By
- Quick Course

A 'Reset Filters' button is located at the bottom of the panel.

Search Option 3: 'Sort By' Menu

Use the drop-down **Sort By** menu to sort courses by Relevance, Newest, Oldest, or Alphabetical.



CONNECT RESOURCE

Quick Start Guide for the Relias Platform

Everything you need to know about the Learner role.

ACCESSING YOUR ACCOUNT

To assess your Relias Platform Training account, go to your organization’s training website by typing the URL (site address) into the address bar of your web browser.

<https://wctrustuniversity.training.reliaslearning.com/>

You can also login in on the universal log in page: <https://login.reliaslearning.com>. You may be asked for your Organization URL or Organization ID here, to route you to the correct profile. If you do not know the organization URL, please click “Don’t know organization URL?” to access the username and password page.

If you are not familiar with the log in process, or need further assistance, there are several resources available in the How-to-Manual.

You may read our [login help article](#), or the [reset your password article](#) in the **Getting Started in Your Learner Role** section.

The Relias Platform is designed to work on any Windows Operating System. Relias officially supports Microsoft Edge and Google Chrome. Earlier version of Google Chrome or Microsoft Edge may work well for general function but are not officially supported. **Google Chrome is recommended for optimal performance.**

To see if your installed software meets Relias Platform’s system requirements, click on the **+View System Requirements** link below the Log In box to view Recommended v. Supported software. To upgrade your software, click on the link in the Supported column.



User Name

Password

[Request Help](#)

[Change Site Language](#)

[View System Requirements](#)

System Requirements ✕

Status	Supported	Detected
Web Browser	Edge, Chrome	Edge 96 ✓
Adobe Reader	Version 9+	Chrome PDF Viewer ✓

✓ Will work in all situations

! Not officially supported

✖ May cause problems on certain features

Change Site Language
View System Requirements

The Learner Role is the role you will use to complete all course assignments. Everyone has a Learner role, even if you are a Supervisor, Instructor, or Administrator in the Relias Platform.

Once you have successfully logged into your Relias training site, the Relias Platform will apply the highest permissions you have. In other words, if you are a Supervisor, you will default to your Supervisor role immediately upon log in.

To access your Learner role, you will simply toggle using the drop down at the top right of your Relias site, next to the person icon.

Relias Administrator 🔔 👤 ➡

Administrator ▼

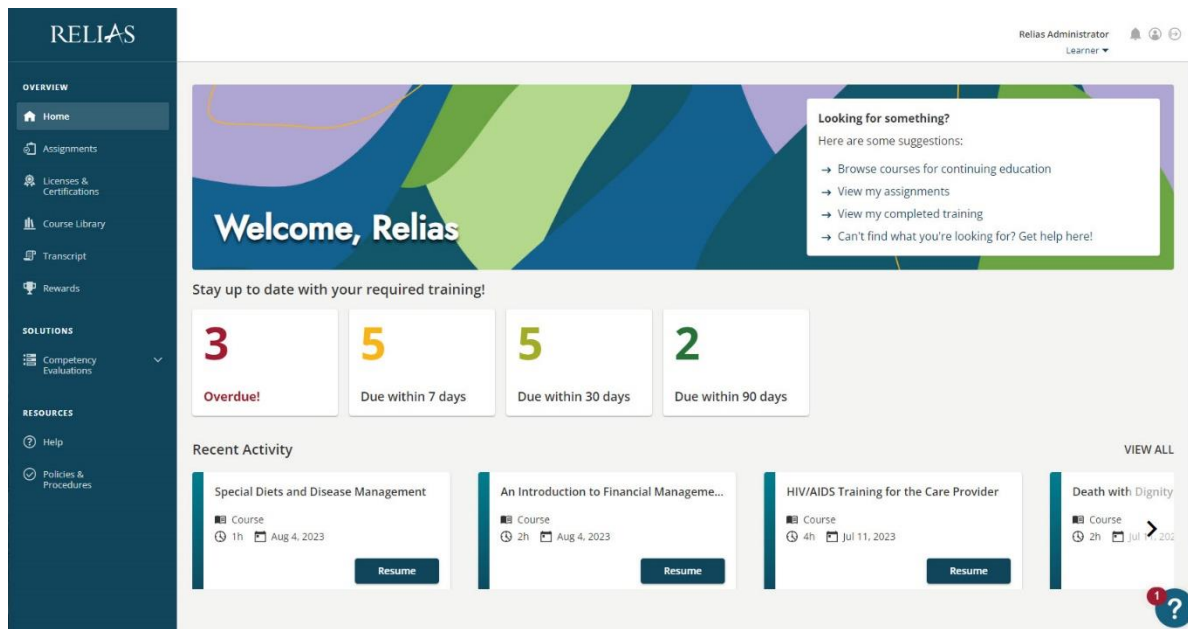
- Sites Administrator
- Administrator
- Instructor
- Supervisor
- Competency Tracker Reporter
- Observer
- Data Entry
- Learner ☞

UNDERSTANDING THE INTERFACE

Home

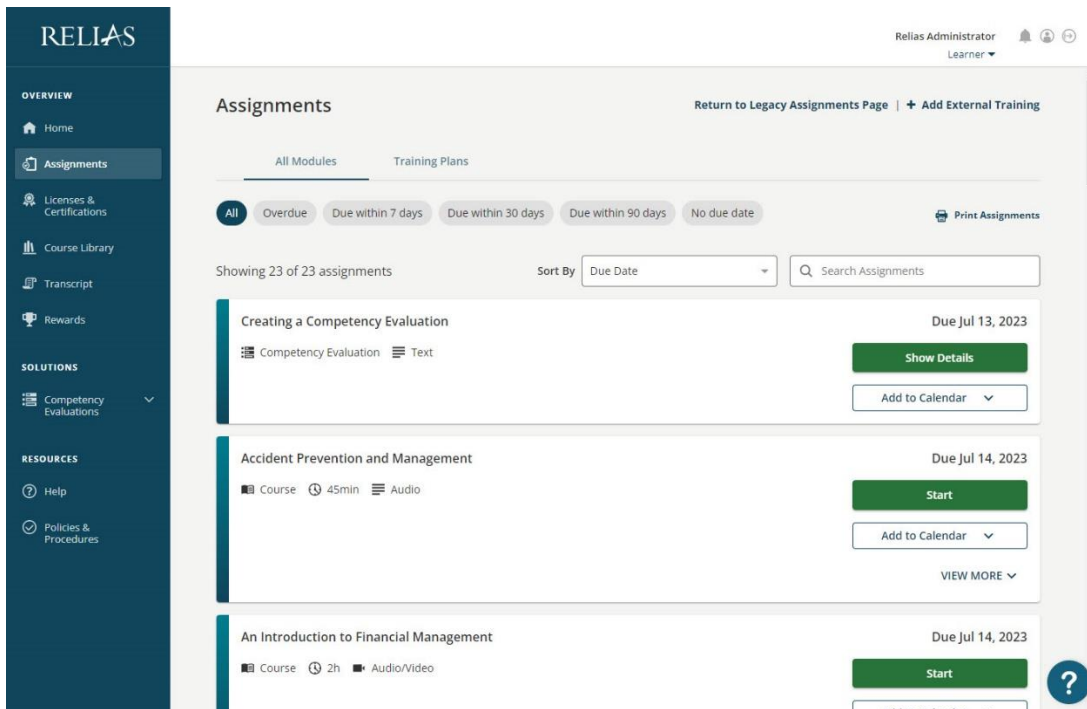
The Home page highlights relevant information and links to help you stay in compliance with your training. Once logged in, you will see a personalized welcome message in the Home page along with a few helpful features.

Stay up to date with your required training by seeing the number of assignments that are overdue or coming due soon with the Due Date Widget. Clicking on one of the tiles will open the Assignments page filtered to the modules within that due date range. The Recent Activity Widget allows you to resume modules you have already started. Click the arrow to scroll through the widget and click View More to go the Assignments page.



Assignments

The Assignments page is the main screen you will use for accessing training within the Relias Platform.



All Modules: This view contains assigned and elective coursework that have not been completed yet. You can filter your assignments by selecting one of the following options.

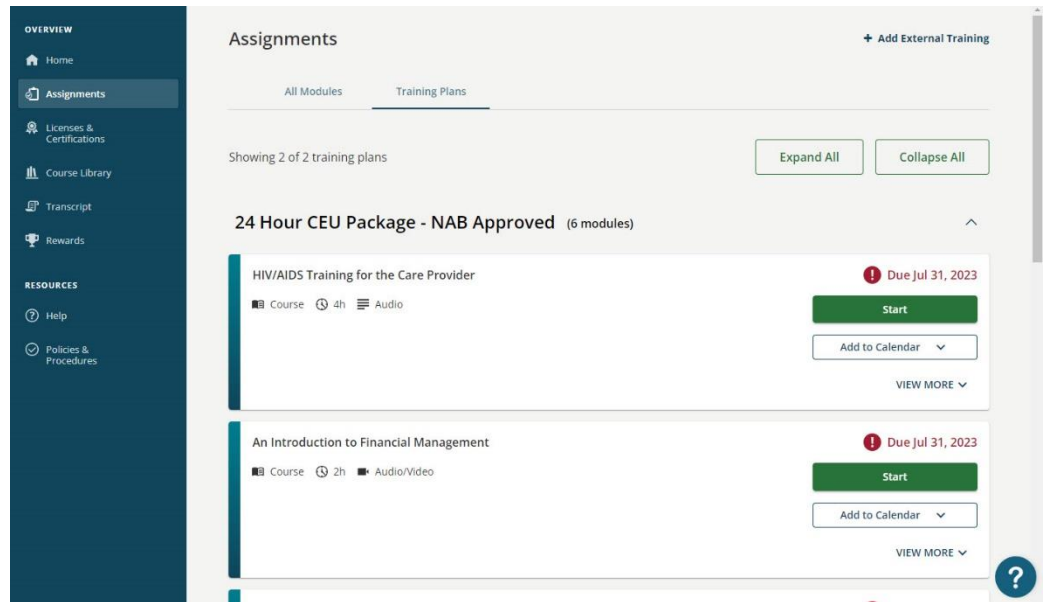
- All
- Overdue
- Due within 7 days
- Due within 30 days
- Due within 90 days
- No due date

In addition, the Sort By drop-down will order your assignments by earliest due date or alphabetical by title, and a Search bar will help you find assignments by title or key words. You can use the Print Assignments button to save or print a copy of your assignments list.

Adding your assignments to your digital calendar can be a great way to keep track of due dates. You can use the Add to Calendar menu below each assignment to add a reminder to your Apple, Google, Outlook, or other digital calendar.

If your company has enabled External Training, you can add external training records at the top of the Assignments or Transcript pages.

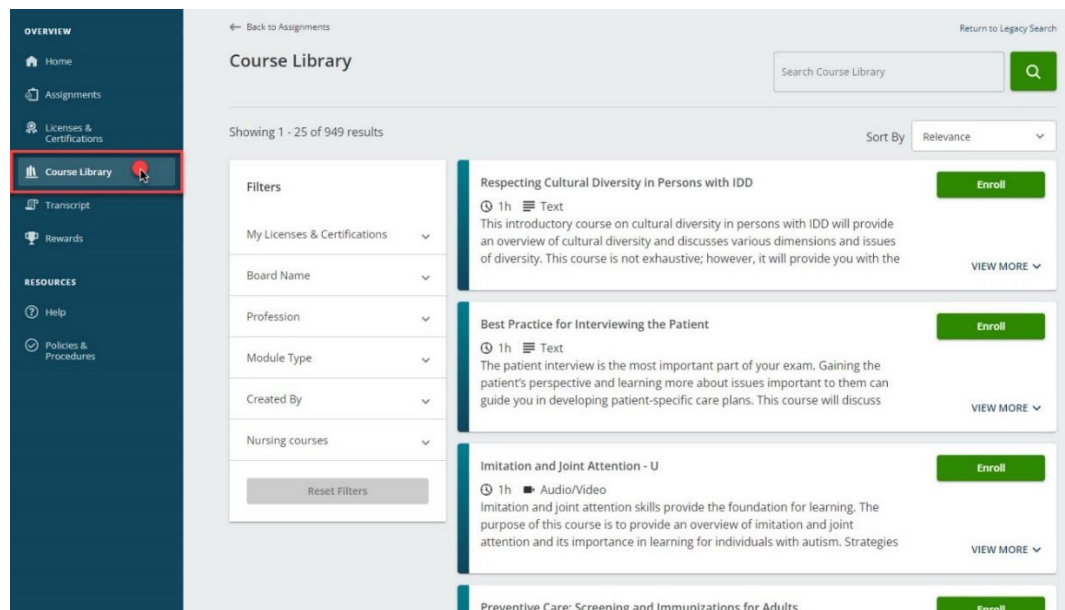
Training Plans: This view contains incomplete assigned coursework grouped by training plans. Training Plans are groups of trainings that have been assigned to you by your organization. You can navigate through the courses of training plans by expanding and collapsing plans.



Searching & Enrolling in Elective Coursework

If you wish to take an online course or live training that is not assigned to you, click **Course Library** from the navigation menu.

Important: If you do not have Course Library on your navigation menu the Browse Course Library option, it means your organization has disabled that feature. Please contact your organization’s Relias Administrator.



You may search by any combination of course filters including Keywords, Licenses & Certifications, Board Name, Profession, Module Type, Created By, and any custom search filters your organization has created. The Keyword search will return all courses that contain the entered keyword(s) in either the course title or description. All search filter options are available under the **Filters** section.

If you have previously entered your professional license or certification information into the **Licenses & Certifications** tab in the Relias Platform, you will be able to filter and search for Continuing Education (CE) courses according to the license or certification you entered. The **My Licenses & Certifications** filter will provide your entries and allow you to search for courses based on your professional license or certification.

If you have not entered in your professional license or certification, you are still able to search for CE courses by choosing an accrediting body under the **Board Name** section.

Filters

My Licenses & Certifications

- Registered Nurse - North Carolina
- Registered Nurse (RN) - Florida

Filter by Renewal Topic:

Board Name

Filter by:
Select Board Name

- ACA - American Correctional Association
- ACCM - Accreditation Council for Continuing Medical Education
- ACE - American Council on Exercise
- ACSM - American College of Sports Medicine

AIRS: Inclusions and Exclusions
1h Text
Who's in and who's out? These are the questions regularly asked of database curators who are responsible for the maintenance of human services databases in accordance with the AIRS Standards for Professional
Enroll
VIEW MORE

Pennsylvania Child Abuse Recognition and Reporting
3h Text
The goal of this continuing education module is to provide social workers, athletic trainers, audiologists, certified medical assistants, certified nursing assistants, dietitians, EMTs/paramedics, health educators, massage
Enroll
VIEW MORE

The Legal Aspects of Documentation
1h 15min Text
As a healthcare professional, you have often heard the adage that says, "If you didn't document something, you didn't do it." It is no longer true that you can be exempt from malpractice or negligence claims because you
Enroll
VIEW MORE

Prevention, Identification, and Reporting of Dependent Adult Abuse
1h Text
Dependent adults are a population vulnerable to abuse from someone they know, such as family members, service providers, care providers, and
Enroll

To enroll in your chosen elective training, click the “Enroll” button. Elective coursework will appear at the bottom of your Assignments page. Elective trainings do not have due dates and may be completed at any time.

← Back to Assignments Return to Legacy Search

Course Library

Showing 1 - 25 of 262 results Sort By: Relevance

Filters

My Licenses & Certifications 1 ^

- Registered Nurse - North Carolina
- Registered Nurse (RN) - Florida

Filter by Renewal Topic:

Board Name ▾

Profession ▾

Module Type ▾

Created By ▾

Nursing courses ▾

Managing the Patient with Thoracic Trauma [Enroll](#)

🕒 1h 📄 Text

In this course, you will learn about types of thoracic trauma and how to identify and care for those with thoracic trauma within the framework of the trauma nursing process. The goal of this course is to help you

[VIEW MORE ▾](#)

Managing the Patient After Transplant with Co-Morbidities [Enroll](#)

🕒 1h 📄 Text

The goal of this course is to provide information about transplants and current best practices when caring for transplant recipients. This course provides general information about organ transplant, the associated

[VIEW MORE ▾](#)

Tuberculosis Overview [Enroll](#)

🕒 1h 📄 Text

Fever, loss of appetite, chills, night sweats, and a persistent cough are symptoms that could indicate the potential presence of tuberculosis (TB). When these symptoms are present it is important to seek medical

[VIEW MORE ▾](#)

Chest Pain in the Emergency Department [Enroll](#)

Transcript

From the Transcript page, you can access your completed assignment information directly and will have the same options to search for course titles, filter your transcript, access certificates or files, or print your transcript. On this page, the Add External Training and Print Transcript buttons are in the top right.

Transcript + Add External Training [Print Transcript](#)

Search Completed Assignments

Filter by + Filter Clear

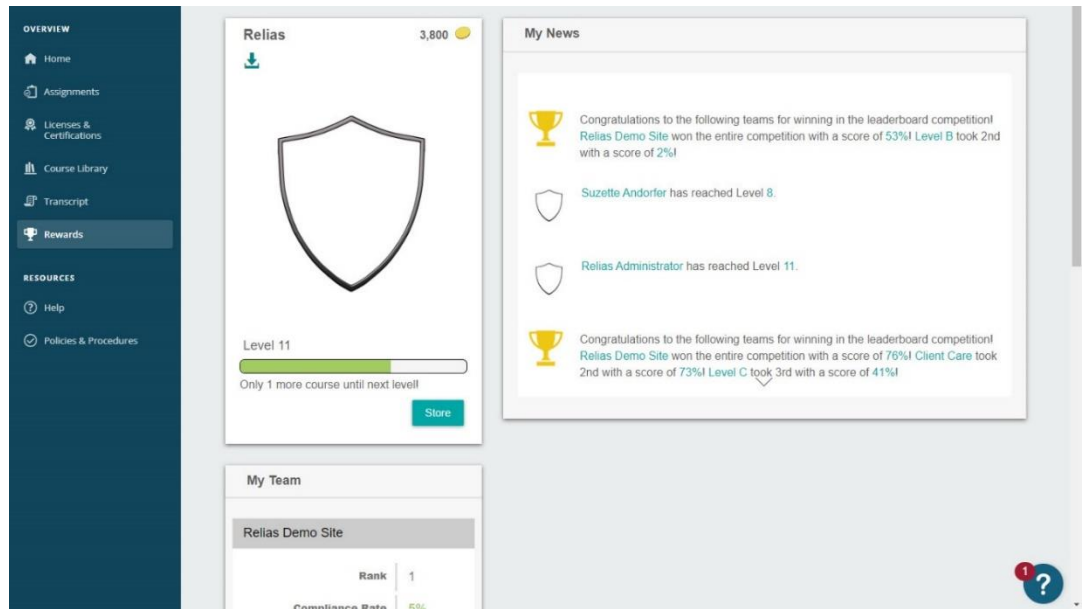
Type: All Types ▾ Date Type: Completed on Range ▾ Certificates: All Licenses & Certificates ▾

Date Range: Specify Dates... ▾ From: [Calendar Icon] To: [Calendar Icon]

Title	BrainSparks	Grade	Due Date	Completed
A Day in the Life of Henry: A Dementia Experience 0.25 hours 📄	N/A	100%		4/23/2021
ABA In Schools: Ethics and Supervision 1 hour 📄	N/A	100%	4/30/2021	4/22/2021
Assist to Chair 📄	N/A	Met	3/19/2021	5/3/2021
Bed Bath 📄	N/A	Met	1/27/2021	1/28/2021
Ethics for Licensed Nursing Home Administrators 1.5 hours 📄	N/A	99%	4/27/2021	4/26/2021
HIPAA Overview for Assisted Living and Residential Care ...	N/A	00%	4/27/2021	4/26/2021

Rewards

If your organization has enabled **gamification**, you will see your crest with total coins earned under Rewards. You can also access your Store to redeem your coins and gift others. The My News section will allow learners to see updates made by fellow colleagues and share achievements. Team Leaderboard will also be visible here if enabled.



Licenses & Certifications

It is important to add your professional license or certification to your Relias Platform account.

Adding your license information to your profile is important for the following reasons:

1. It allows you to search for CE courses according to your professional license or certification
2. It ensures you will be able to filter your completions in the Transcript tab and access the correct certificate of completion for your completed CE training
3. Relias does assist with reporting CE completions to certain accrediting bodies. To take advantage of direct reporting, your professional license or certification information, including professional license number and renewal date, **must be entered into the system correctly at the time of your course completion.**

Adding Your License or Certification

To add your professional license or certification into your Relias Platform account, select the **Licenses & Certifications** tab located in the left navigation bar. On the My Licenses and Certifications page, click the “+ Add My License or Certification” button and fill out the required fields. Once your professional license or certification information has been selected and properly filled out, the Relias Platform will display the board name and various CEU resources at the bottom of that page.

If you do not have a professional license or certification, please select 'General Staff / Other' in the Professional Role dropdown.

These displayed CE resources correspond to your license or certification and can be accessed at any time in the future as well. You can view the Board Name, Accepted CEU Approval, Board’s Website, and links to the Board’s CE Regulation site. To display this information again later, click “edit” to display the details for the license or certification entry.

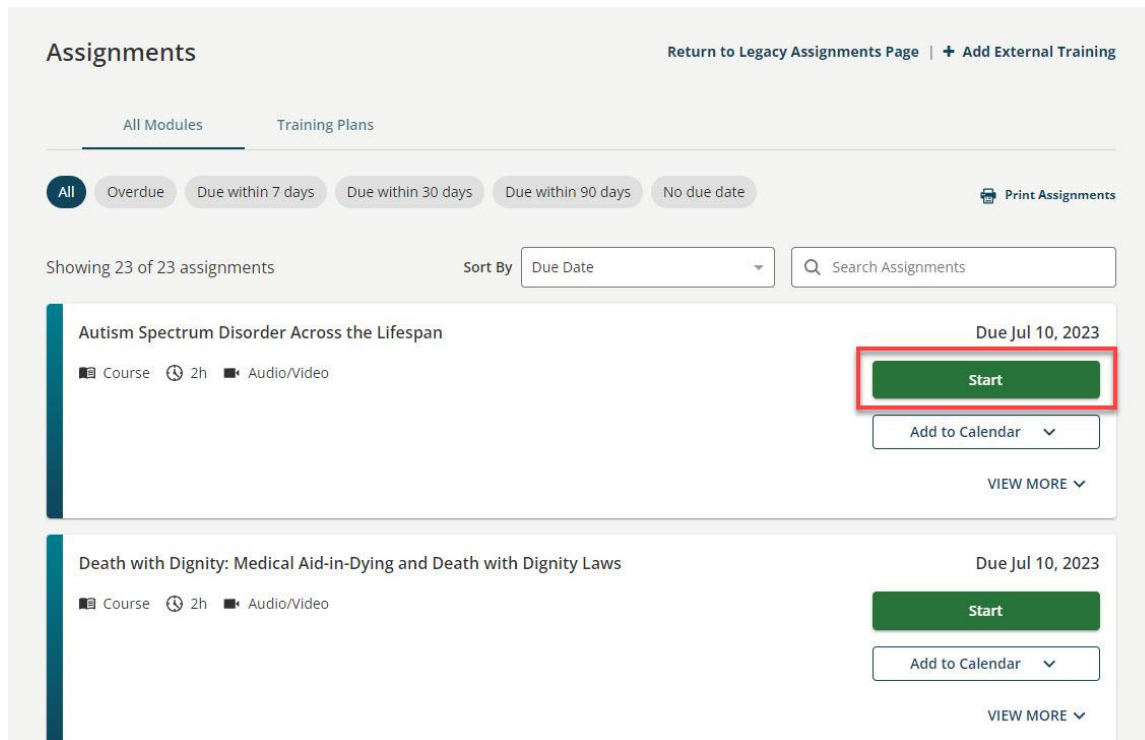
My Licenses & Certifications

+ Add My License or Certification

State/Province	Type	Number	Renewal	Renewal Period	Hours	Reminder	
Florida	Registered Nurse (RN)	LPN12345	12/31/2022	12 month(s)		4 Weeks	Edit
North Carolina	Registered Nurse	RN1234567	12/31/2022	24 month(s)	24.00	8 Weeks	Edit

Navigating Through an Online Course

To access an online course, click on the green 'Start' button or click on the course title from your Assignments tab.

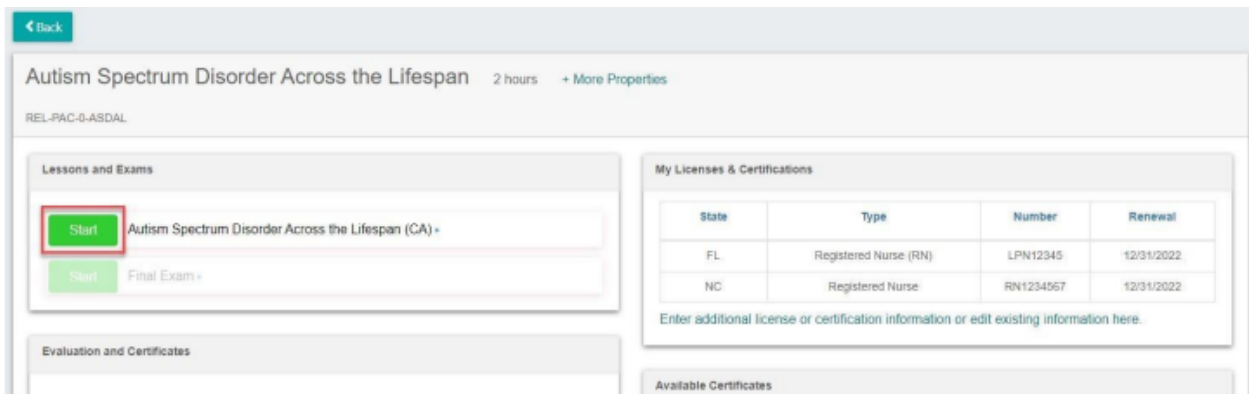


The screenshot shows the 'Assignments' page with the following elements:

- Page Header:** 'Assignments' on the left, and 'Return to Legacy Assignments Page | + Add External Training' on the right.
- Navigation:** 'All Modules' and 'Training Plans' tabs.
- Filters:** 'All', 'Overdue', 'Due within 7 days', 'Due within 30 days', 'Due within 90 days', and 'No due date' buttons. A 'Print Assignments' icon is also present.
- Assignment List:** 'Showing 23 of 23 assignments'. A 'Sort By' dropdown is set to 'Due Date'. A search bar contains 'Search Assignments'.
- Course 1:** 'Autism Spectrum Disorder Across the Lifespan'. It is a 2-hour course with audio/video content. The due date is 'Due Jul 10, 2023'. A green 'Start' button is highlighted with a red box. Below it are 'Add to Calendar' and 'VIEW MORE' buttons.
- Course 2:** 'Death with Dignity: Medical Aid-in-Dying and Death with Dignity Laws'. It is a 2-hour course with audio/video content. The due date is 'Due Jul 10, 2023'. It has a green 'Start' button, 'Add to Calendar', and 'VIEW MORE' buttons.

Next, you will be presented with the course content which is broken down into a lesson, exam, and an evaluation. There may be multiples of each.

To access a course lesson, select the Start (or Continue) button to launch the course content. Once you have finished a lesson, you may proceed to the next section until you have completed all parts of the course. There are many courses that are programmed to have the exam unlock only after the lesson has been completed in full.



To print a certificate, you must successfully complete the final exam and course evaluation. Completing and passing the final exam may qualify your course as “complete” but will not allow you to print the completion certificate.

Printing Continuing Education Certificates & Certificates of Completion

There are common conditions that will need to be met in order to print the certificate:

1. The course evaluation must be complete for all Relias owned courses and/or courses carrying accreditation (in some cases, courses developed by your organization may not require an evaluation).
2. Upon selecting the module’s certificate icon from your transcript page, the “Certificate Information” section must be filled out, even for a generic or “NO CE” certificate of completion.
3. You will be required to enter any professional credentials, including Professional Role/State/License or Certification into the Licenses & Certifications tab. Applicants or currently licensed individuals must complete this step to match any certificates carrying accreditation.
4. To populate the certificate on your screen for printing, you must disable your pop- up blocker

To begin the selection for your certificate, click on **Transcript** from the menu on the left-hand navigation bar. From your **Transcript**, you can see all completed coursework, including the course title, final exam grade, due date, and completed date. The certificate icon located beside the course title allows you to print a certificate for that course.

Search Completed Assignments

Filter by [+ Filter](#) [Clear](#)

Type: All Types




Date Type: Completed on Range

Certificates: All Licenses & Certificates

Date Range: Specify Dates...

From: [Calendar Icon]

To: [Calendar Icon]

Title	Brain Sparks	Grade	Due Date	Completed
A Day in the Life of Henry: A Dementia Experience 0.25 hours 	N/A	100%		4/23/2021
ABA in Schools: Ethics and Supervision 1 hour 	N/A	100%	4/30/2021	4/22/2021
Assist to Chair 	N/A	Met	3/19/2021	5/3/2021

If you need to print a certificate for a course and have not completed the course evaluation, you will see a “Complete Evaluation” button that will take you to the course evaluation. Please note that Relias requires you to complete a course evaluation to obtain any type of completion certificate (CE or No CE).

Caregivers Core Values and Teamwork 1 hour	N/A	100%	12/31/2019	1/22/2020
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[Complete Evaluation](#)

If you do not have your professional credentials added to your Relias profile, you are encouraged to click the “Manage License(s)/ Certifications” link and fill out required license or certification information.

Print Certificate

Certificate Information [Manage License\(s\)/Certification\(s\)](#) [Print Certificate](#)

License(s)/Certification(s)
Click here to select your applicable license(s)/certification(s). [Email Certificate](#)

Certificate(s) *
Click here to select which certificate(s) to print. [Download Certificate](#)

[Cancel](#)

Next, click into the License(s)/Certification(s) field.

Print Certificate

Certificate Information Manage License(s)/Certification(s)

License(s)/Certification(s)

Nursing Professionals • Registered Nurse (RN) • Florida • LPN12345
Nursing Professionals • Registered Nurse • North Carolina • RN1234567

Click here to select which certificate(s) to print.

Print Certificate
Email Certificate
Download Certificate
Cancel

If the module carries any CE or Certificate approvals that are applicable to the professional credentials you have added to your account (under the Licenses & Certifications tab), any matching certificates will populate into the drop- down box. You will be able to select one or more available license(s) or certificate(s) from this list to release the attached certificates.

To show any applicable provider or approval number on your certificate, you must choose the correct professional License/Certification, and then corresponding Certificate fields as shown

If you do not have the required matching credentials, or if the course is not a qualifying CEU, you will not be able to print the CEU certificate.

Please Note: If you have been manually marked complete for a course, you will not be able to print out any certificates that carry eligible accreditation.

[← Back](#)

Print Certificate

Certificate Information Manage License(s)/Certification(s)

License(s)/Certification(s)

Click here to select your applicable license(s)/certification(s).

Certificate(s) *

Click here to select which certificate(s) to print.

Print Certificate
Email Certificate
Download Certificate
Cancel

Note: You were marked complete for this course by Relias Administrator so you are unable to print accredited certificates if applicable

Note: The certificate will appear in a pop-up window. Please disable any popup blockers before proceeding or hold down the CTRL key while clicking the Print Certificate button to bypass any blockers.

Why won't my certificate print out?

There are many reasons why a CE certificate may not be available. The module may not carry any accreditations related to your professional license or certification or may not hold any accreditations at all; the course may be assigned as part of your employment requirements or may be part of federal or regulatory training assignment; or the module may have been manually marked complete by an Administrator. In any of these cases, a "Certificate of Completion (No CE credit)" certificate is available as documentation that you completed the assignment.

Certificate Information

[Manage License\(s\)/Certification\(s\)](#)

License(s)/Certification(s)

Nursing Professionals • Registered Nurse (RN) • Florida • RN1234567 ✕

Certificate(s) *

Certificate of Completion (no CE credit) ✕ American Nurses Credentialing Center ✕ Florida Board of Nursing ✕

Please note that you will only be able to print certificates approved for this module and your selected license(s)/certification(s).

Below the Certificate Information section, the Learner Information section will need filled out with the Learners home residence and email information. This is required by most accrediting bodies for Relias to release the CE or other qualifying accredited certificate.

The Learner will only be required to manually fill in this section once. Future access to this page will prompt the Relias Platform to auto-populate these fields with the last information entered. Any residence or email changes in the future can be updated by typing any new information into the applicable field(s).

Learner Information

Please verify that all information is correct.

Name *

Relias Administrator

Mailing Address *

123 Street Ln.

City *

Morrisville

State/Province *

NORTH CAROLINA

Zip/Postal Code *

12345

Phone Number *

9191234567

Email

reliasadministrator@companyemail.com

Once the Certificate and Learner Information has been completed, the certificate can be selected for Print, Email, Or Download.

- The Print Certificate and Email Certificate functions require the pop-up blocker is turned off from your browser.
- The Download Certificate function does not require you disable pop-ups and will simply save the certificate to the file of your choice on your device.

Print Certificate

Certificate Information

Manage License(s)/Certification(s)

License(s)/Certification(s)

Click here to select your applicable license(s)/certification(s).

Certificate(s) *

Click here to select which certificate(s) to print.

Print Certificate

Email Certificate

Download Certificate

Cancel

Emailing a certificate of completion will require a valid email address is entered in to the *Email field. The Learner's email may populate by default but can be overridden by typing an alternate email address in its place. In addition, multiple emails can be entered with a semicolon (;) separating each address. Click send when complete.

Please Note: The Relias Platform emails are sent by automation from noreply@alerts.reliaslearning.com. If the email is not received in the inbox within a few minutes, the receiver is encouraged to check their spam or clutter folders.

Due to the heightened security features of some networks, it is recommended the Learner try a personal email address rather than a work email address if the certificate is still not received.

Email Certificate Cancel

This form will allow you to send yourself a certificate for this course.

Email *

Subject *

License(s)/Certification(s)

Certificate(s)

Send