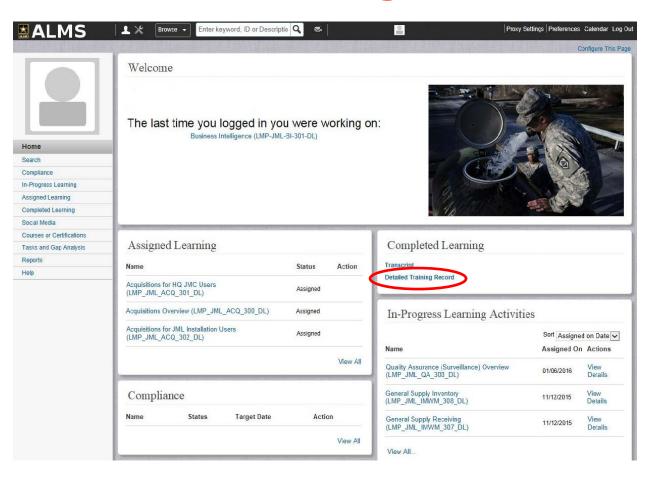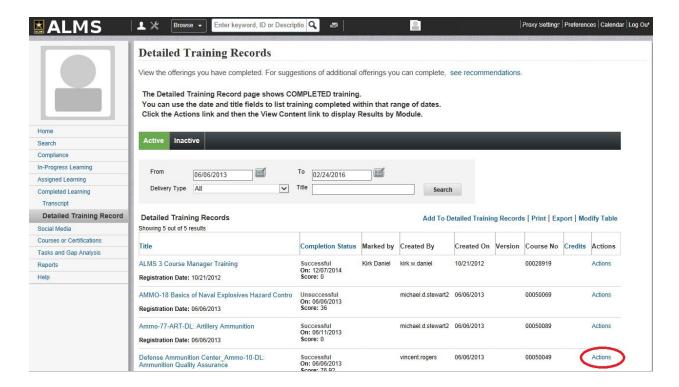# TO PRINT A CERTIFICATE:

Log-in to ALMS.
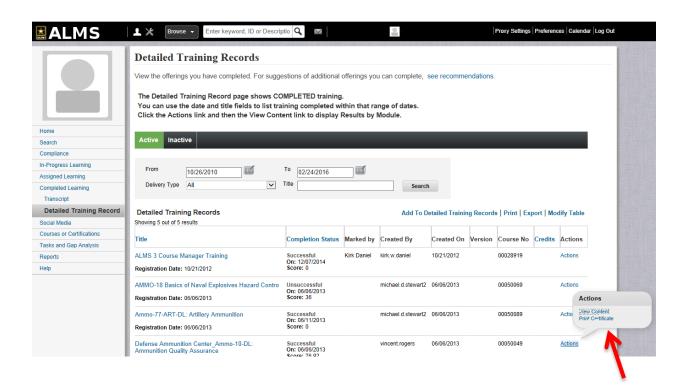
On the Home tab, select **Detailed Training Record**.

Next to the appropriate course, select **Actions**.

Select **Print Certificate** in the Actions bubble.

Select **Print** at the top left.