

# How to allow the Learner to download a certificate from a pathway step

There are a few steps need to followed to ensure the learner can print the certificate from the Pathway.

## The following must be true in the Pathway from an Admin perspective:

- A training intervention (not a unit standard) is linked to the Certification Point step in the Pathway

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- Prerequisites are setup for the Certification Point step.

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- The Certification Point Step is not locked.

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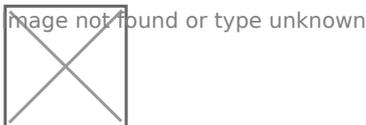


# The following must be true on the Training Intervention library:

In the Printing of Certificates section on a Training intervention:

- *Allow learner to print certificate* must be checked.
- Select the appropriate option for when the learner may print the certificate.
- Select the Certificate Template from the drop down
- Complete the Certificate Display Name if the Certificate has a display name other than the name of the training intervention, incorporated in the design.

Changes to the training intervention must be save to be applied.



# The following must be true for the learner:

- All prerequisites for the Certification Point step have been met.



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## Take Note



When a training intervention is set to allow a learner to print a certificate, the learner will be able to print the certificate in ANY pathway where they have access to that specific Certification Point training intervention.

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