

# How to Download your Certificate of Completion

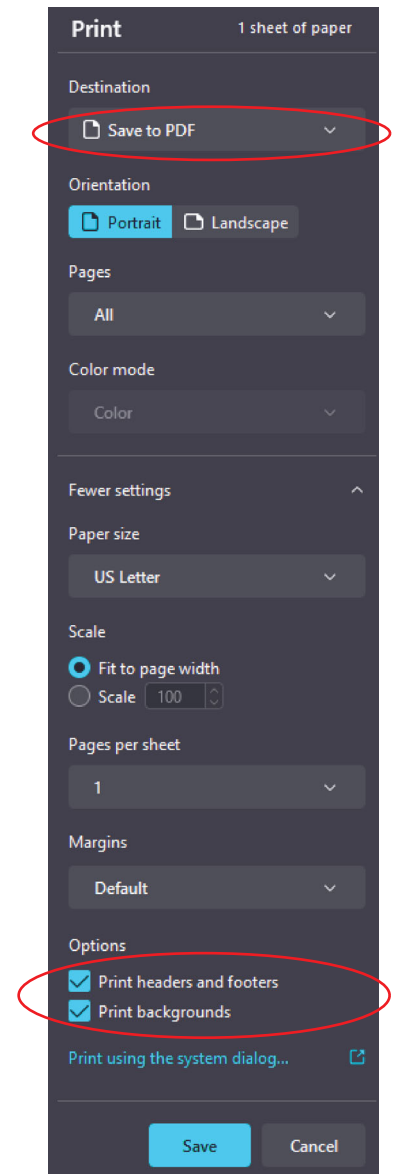
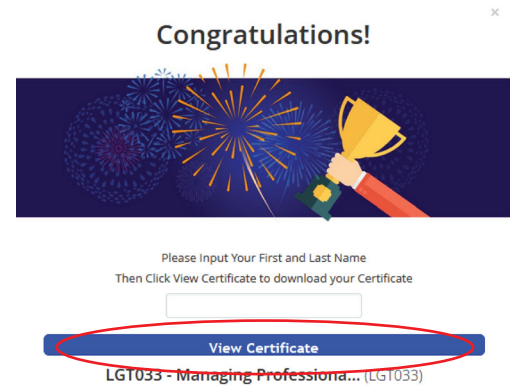
Access the Pennsylvania Victim Services Training (PVST) Website at: <https://pavictimservicetraining.org/>

- To access your certificate, you will be presented with a text box after you complete your course. Type your first and last name into the text box.
- Next, click view certificate. Your certificate will download as an .html file in your browser-- click the downloaded file.

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\*Note: Firefox does not support software needed to complete trainings. Please use Safari, Google Chrome or Microsoft Edge to complete your trainings and to download your certificates.

- Right click on the screen, and choose print.
- Choose “save to PDF” as your print destination. Additionally, click “more settings”, and confirm that “print backgrounds” is checked. Click save, and choose your save destination.
- You will then be able to access the certificate and print it as needed. Remember, this is the only time you will be able to access the certificate through the course. If you lose the certificate, and do not have an account, you will need to retake the course.
- Once you download and save your completion certificate, you can close out of the window and explore the PVST website or take additional trainings. It is advised that you check that your certificate is saved before you close the window!



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Need additional help? Email [PVSTSupport@psu.edu](mailto:PVSTSupport@psu.edu) for assistance.