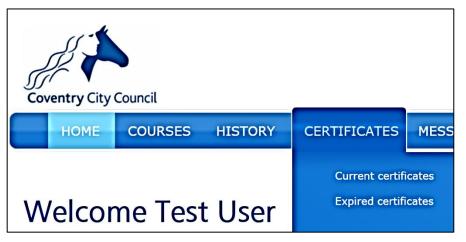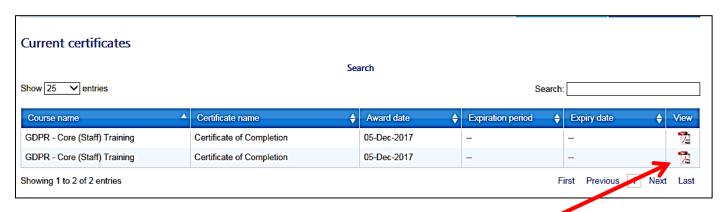# Certificates

You are able to view your current and expired certificates on the system by clicking on **Certificates** in the menu bar, then either **Current certificates** or **Expired certificates**.

Current Certificates

All current certificates that you hold for courses which you have completed will be displayed here. If you have completed the same course multiple times, the system will show multiple certificates for the same course.

You can download a copy of a certificate by clicking on the PDF icon.

Expired Certificates

Some training is only 'valid' for a defined period of time. On the system, this is reflected by having an 'expiry date' for certificates. Once a certificate has expired, it will be stored in the **Expired certificates** section.