

# View and Print the Certificate of Completion for a Curriculum in the KC

The Commonwealth of Virginia Knowledge Center (KC) provides a way for you to monitor your progress through various training programs, as well as print certificates of completion once all requirements have been satisfied.

**Step 1.** Login to the Knowledge Center.

**Step 2.** Select the **Administration > Student Records > Student Transcript** option. The *Student Transcript* window opens and displays the courses and curriculums you have started and/or completed to date.

**Step 3.** Scroll down the transcript window until you locate the Curriculums area.

**Step 4.** Locate the curriculum for which you want to view progress. From here, you can:

- Click the **certificate** link to the right of the curriculum title to view and print a course completion certificate for the course. *\*Please note that this link will only be displayed after all courses within the curriculum have been completed.*
- Click the **Details** link to the right of the curriculum title to view your progress through the courses it contains.