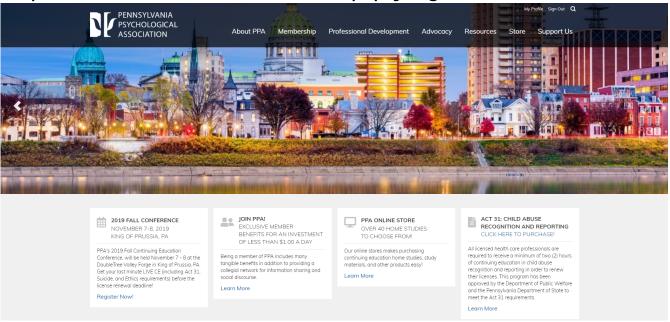
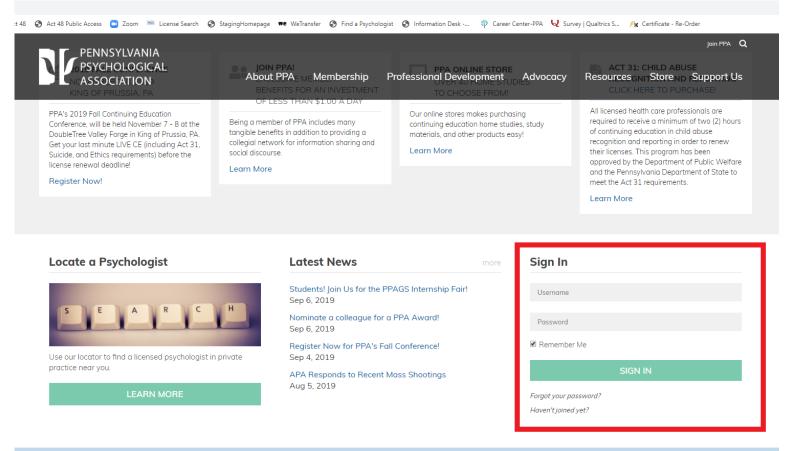
## **How To Access CE Certificates**

Step 1: Access the PPA website - www.papsy.org

Careers

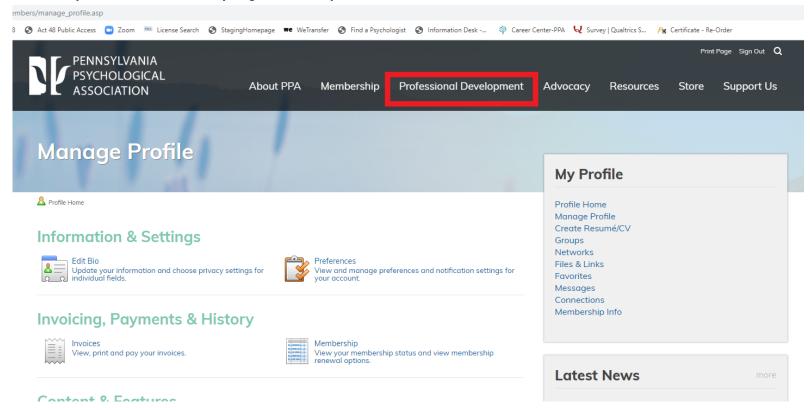


Step 2: Scroll down to the center of the page and log-in using the Sign In box. NOTE: If you do not know your username or password contact Erin Brady at erin@papsy.org or 717-232-3817.

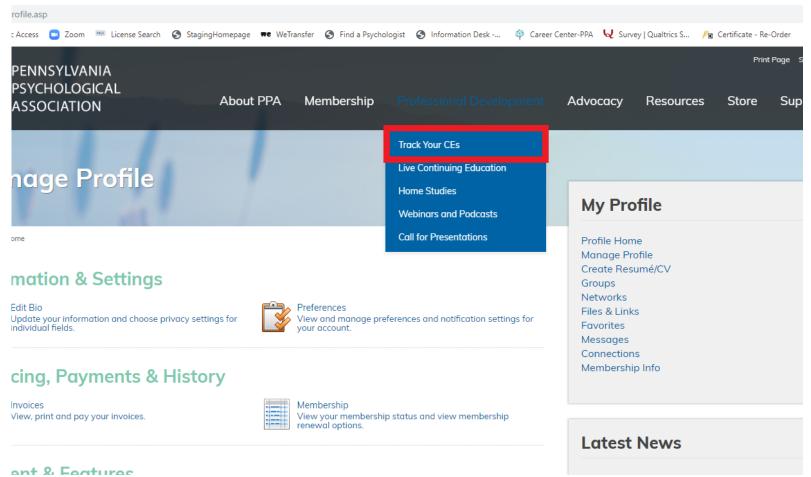


Calendar

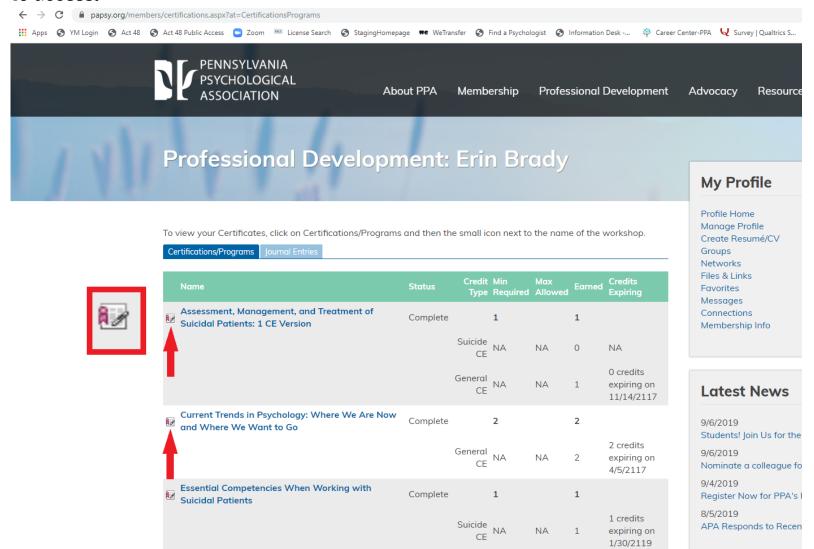
## Step 3: Along the top tool bar, hover your cursor/mouse over the Professional Development tab to display the drop down menu



## Step 4: Click on the first menu item - Track Your CEs



Step 5: Certificates will be listed in alphabetical order on the Certifications/Programs page. Click on the certificate icon to the left of the title of the certificate you would like to access.



Step 6: Once the certificate is displayed you may then click on PRINT to either print the certificate or save it to your computer as a PDF.

