

## How to Locate & Enroll in Continuing Education Courses in Relias:

 Once you have a license/certification already added to your Relias user account, you can begin searching for courses to complete for continuing education credit by selecting the "Course Library" tab below the left overview menu.



2) A full list of modules available to you will appear. To filter by courses approved for your license/certificate select the "My Licenses & Certifications" filter and choose your license/certification type. The system will then filter down to show only those courses that have been approved for continuing education towards your license/certification selected.





\*For additional information about a course, you can select the title of a course to view the course description, outline, and any accreditation information.

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	Effective Leadership				
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	quality of care, staff retention, and commanity perception. Leaders also play an important role in the poetation of an organization. This course explores discretionary effort and	Solvana Date: March 31, 2023.			-
	effective leadership factors. It also outlines how to prevent staff tormover and align the	Archive Date: 1944			
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3) To enroll in a course, select the green "Enroll" button.

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4) To begin taking this course immediately select the blue "Take Now" button.

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\*If you would like to complete this course at a later time, you can find it again by navigating to the "Assignments" tab under the left overview menu, then you can select "Take Now" on the course that you would like to complete from that page.

\*You may need to either search for the course you have enrolled in by searching the course title in the search bar at the top of the "Assignments" page, or you can continue to scroll down further on the "Assignments" page until you can locate the course you would like to take.

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Using the search option to locate a course from the "Assignments" page:

## **LifeWays**

Using the scroll option to locate a course from the "Assignments" page:

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## Navigating Your Transcript and Printing Continuing Education Certificates:

1) To see a list of your completed courses, select the "Transcript" tab under the left overview menu.

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2) To filter your transcript to only show completed courses that were approved for your license/certification select the "All Licenses & Certificates" filter and choose your professional license/certification from the drop-down options.

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3) To print a certificate of completion, select the blue certificate icon located underneath the course name (circled below) which will be listed below the completed training.

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4) To print a certificate for continuing education credit, make sure that your license is listed under the "Licenses(s)/Certification(s)" box at the top of the certificate information section.

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5) In the "Certificate(s)" box you can remove any unneeded certificates to print only the certificates you need for your license/certificate listed in the first box.

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7) Once you have selected the print/email/download option, your certificate will pop up in a new window. This will include your name, date of completion, and the number of continuing education hours/credits for that course towards your licensure/certificate (certificate of completion example shown below):

