

Requesting a certificate.

We have reviewed the process and if you require a certificate confirming your attendance on the course this can now be downloaded from the SSP website.

Accessing the certificate.

Following your participation and full attendance on the respective course, you will need to complete the evaluation form. The evaluation will be a link to MS forms provided in your joining instructions, by your trainer at the end of the training/in the chat or can be accessed on the respective course webpage.

Evaluation form on the SSP webpage.

Scroll to the bottom of the webpage and you will see a section – course evaluation. See example screen shot below.

Course evaluation

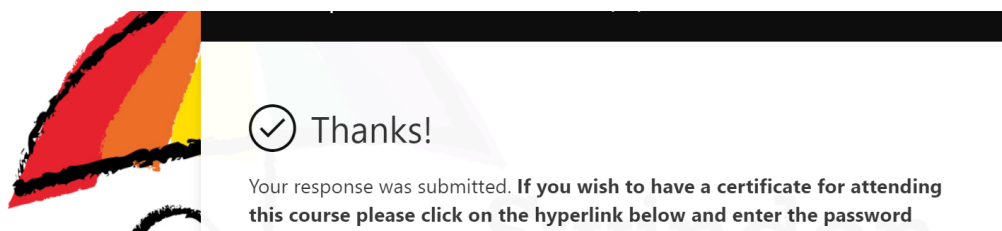
After attending the course, please click on the link below to complete a course evaluation form:

- [Course evaluation form - Child exploitation](#)

Complete the evaluation form.

Once you have completed and submitted your evaluation form you will see the screen below. Also included in this message is the password and the hyperlink to access the certificate. Please make a note of the password and click on the hyperlink to download the certificate.

Once you have downloaded the certificate you will just need to complete your name and date of the course in the boxes.



It is recommended that this is done as soon as possible post course to ensure you can access it in a timely way.