

# **Quick Guide:** How To View Recorded Webinar & Download Your CPD Certificate from ICT

We're delighted you've completed one of our courses and are ready to receive your CPD certificate. Your dedication to expanding your professional skills is something we deeply value, and we're here to make the process of downloading your certificate as smooth and easy as possible. Follow the simple steps below to access your certificate and proudly showcase your achievement!

#### Step 1: Access to the course

- 1. Click on "My Course" in the dropdown of "Account" on navigating bar.
- 2. Select the desired course you have purchased.



Step 1.1 & 1.2

# **Step 2: Course Content**

Click on the first bar "Video" to view the recorded version of the webinar.



Step 2

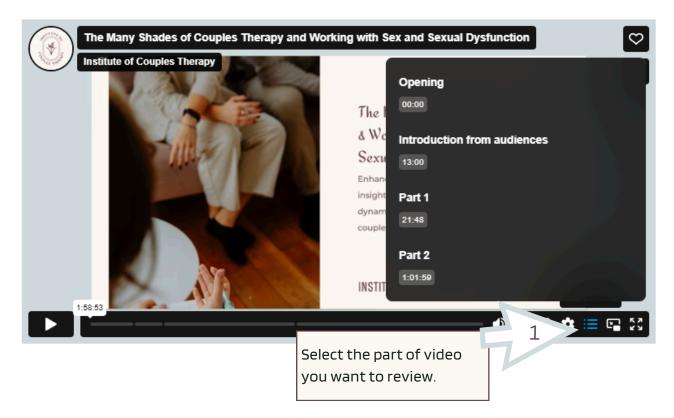
#### **Step 3: Complete the lesson**

- 1. Play the video to view the webinar.
- 2. Learning materials are available to access underneath the video.



Step 3.1 & 3.2

3. Webinar is broken down into sections (if applicable) for your comfort when revisiting lessons. Hover on the **chapter icon** (third icon from the left) on interactive bar of video and select the part you want to review.



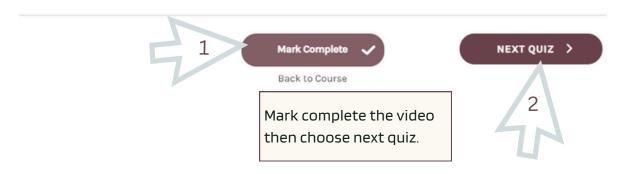
Step 3.3

- 4. Click on "Mark Complete" after finishing the lesson.
- 5. Click on "Next Quiz" to take a quiz test before achieving your certificate.



This webinar is marked with the warm-up section, part 1, and part 2 for your comfort when navigating.

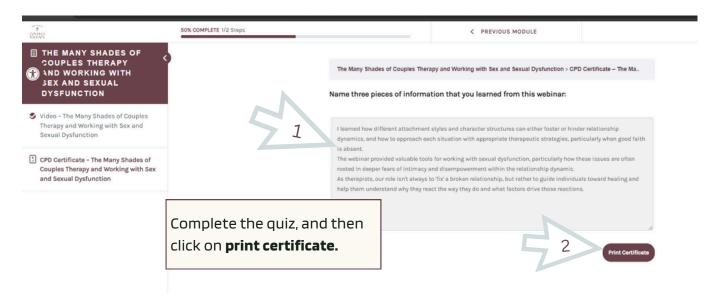
LESSONS SLIDE WILL BE AVAILABLE SOON.



Step 3.4

### Step 4: Take Quiz

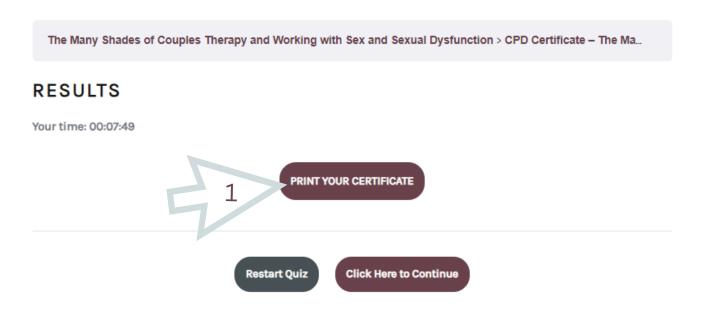
- 1. Answer the question(s) in the prompting box.
- 2. Click on "Print Certificates" when you are ready.



Step 4.1 & 4.2

# **Step 5: Print Your CPD-Certified Certificate**

Wait for your answer being recorded then click on "Print Your Certificate"



Step 5

## **Step 6: Download Your Certificate**

Download the certificate to your local device.



Step 6



#### Congratulations on completing your course with the Institute of Couples Therapy!

We're thrilled to support your continued growth and professional development.

Thank you for choosing the Institute of Couples Therapy to further your professional development. We're proud to support you on your journey toward becoming a more skilled and confident therapist. If you have any questions or need assistance, don't hesitate to reach out. We're here to help!

Keep an eye on your inbox for upcoming webinars and trainings—there's always more to learn and explore.

#### Warm regards,

The Institute of Couples Therapy Team

INSTITUTEOFCOUPLESTHERAPY.COM

Please contact us at info@instituteofcouplestherapy.com if you have any additional questions.