

The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES



### **Accessing Certificates**

- **Click on Learn**
- **Click on Transcript**
- **Enter specific course in the Search for box or leave blank.**
- **Click on Type. This will give a drop down or menu to choose or leave blank**
- **Click on Status. This will give a drop down or menu to choose or leave blank**
- **Enter specific dates in the From and To box or leave blank**
- **Click the Print box to print**
- **Click the Save as PDF to save**