# NWS- Posttest/Certificate

This document provides guidance on how to complete the posttest and receive a Certificate of Attendance at the end of National Webinar Series (NWS) CE events. The instructor or the moderator of each NWS session will mark attendance which unlocks the posttest. Note while this action typically takes place shortly after the conclusion of the webinar, it may take up to the next business day to verify attendance and unlock posttest.
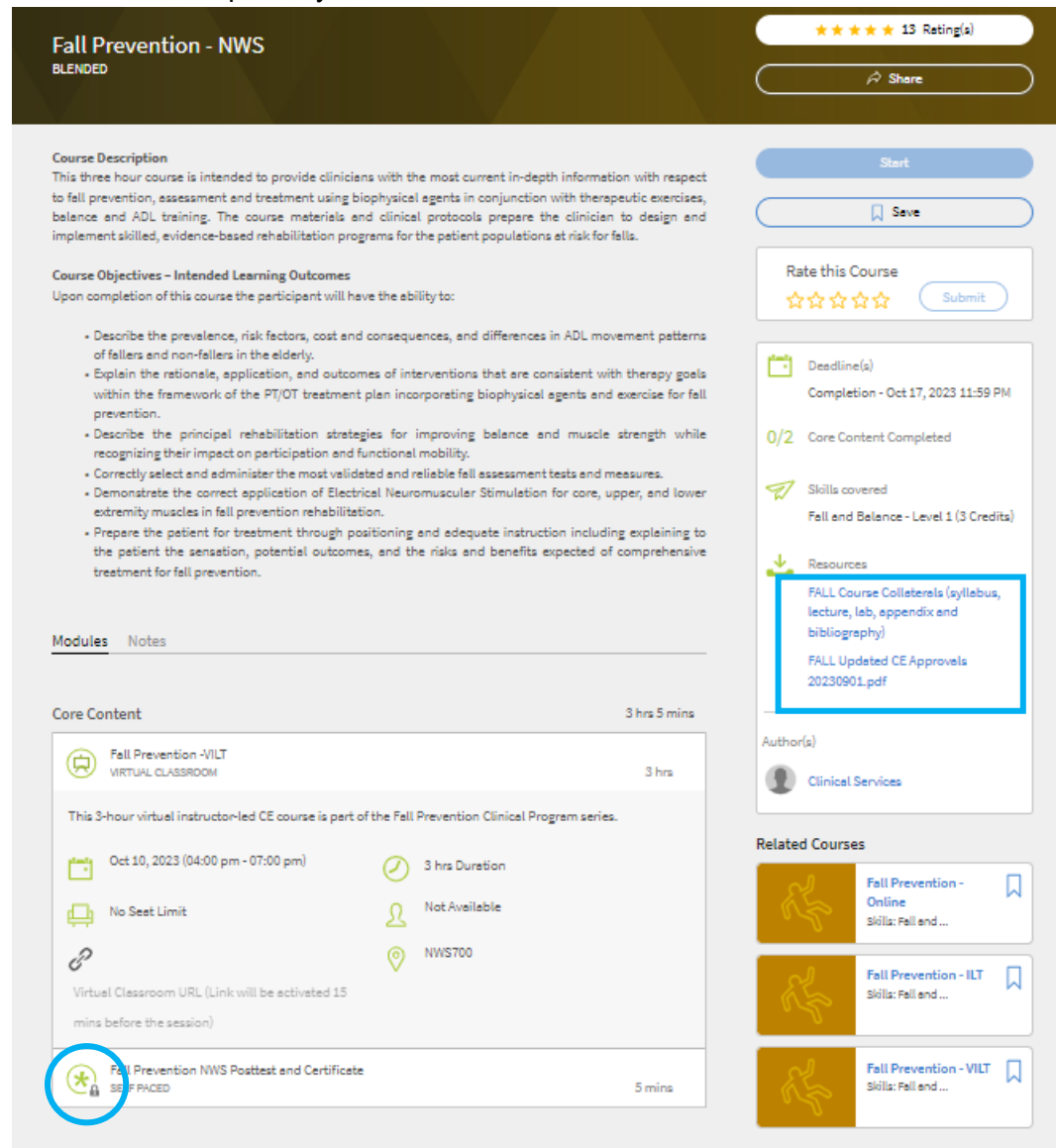
1. To complete the posttest for a NWS CE event, login to your ACP University account.
   a. Click My Learning from the right panel.
   b. Refine search results by selecting "In Progress."
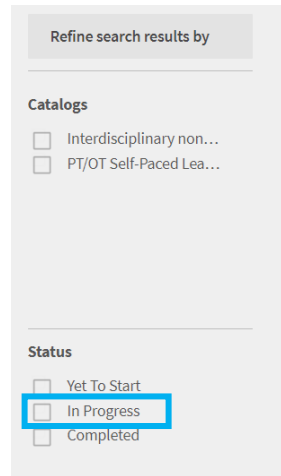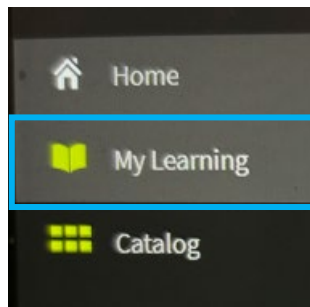
2. Review My Learning List and select the title of CE course attended as part of NWS.
   a. Click on Continue
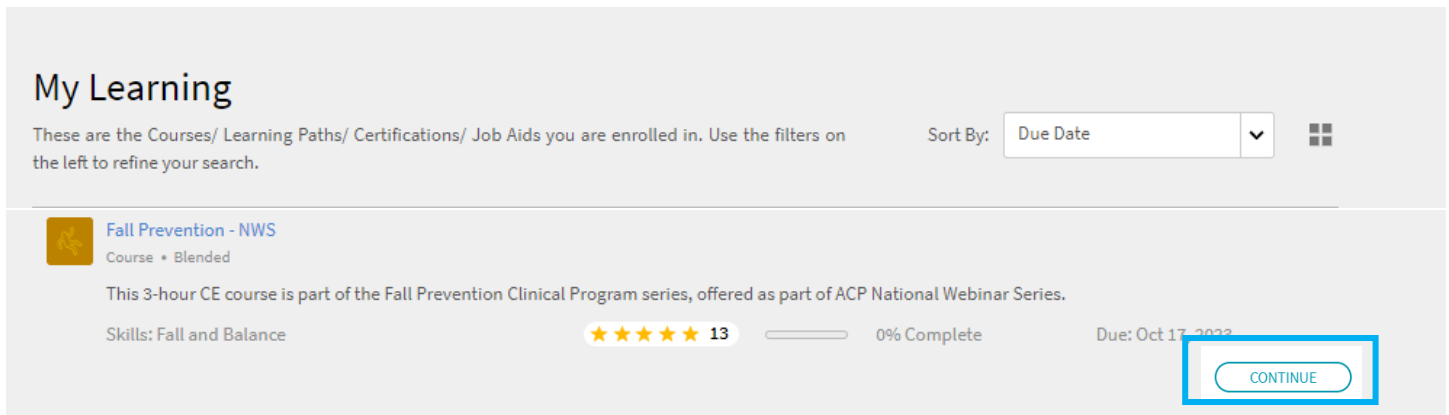
b. Course collaterals (lecture, lab, bibliography, appendix, etc.) are located under Resources.

c. Most updated CE Approvals by state/discipline is also located under Resources.

d. Below course description, learning objectives, you'll notice core content which includes:

   i. Course lecture/lab as presented during the webinar (VILT or virtual instructor-led training)

   ii. Posttest and Certificate which are locked until the learner's attendance has been verified and marked complete by Instructor/moderator.

e. Once unlocked, click on posttest and Certificate to complete. Note, a passing score of 70% or better is necessary to unlock your Certificate of Attendance. You may take the posttest as many times as needed.

f. The posttest/certificate file contains dynamic form collecting credentials for CE certificates. Enter your name, discipline, license number, and date of course completion.

g. Upon passing the posttest, a certificate pre-populated with your information will display. It is highly recommended you print to PDF or physically print the Certificate for ease of access following the course. Note the print Certificate button on the bottom of the certificate. If using a mobile device, you can capture a screenshot and print.

h. You can revisit the certificate by clicking on the green check-marked Posttest and Certificate.