

10 - Certificates & Transcripts:

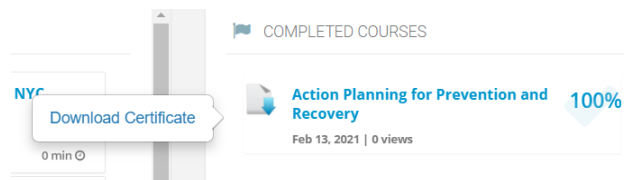
10.1 - Print a Certificate (for individual Courses)

Step 1: Go to the [Academy of Peer Services](https://www.academyofpeerservices.org) <https://www.academyofpeerservices.org>. If you are **not** already logged in, click **Log in** (upper right button) and follow the steps

In the Dashboard, each completed course appears in the **Completed Courses window**. To receive a certificate, click the title of the course to download a certificate of completion.



Step 2: Click the title of the course and click on **"Download Certificate"** pop up button.. A PDF file is downloaded to your computer.



Step 3: Open the PDF file to verify your name, the course title, and number of hours for the course are correct.

Be sure to save the completion certificates for each course.



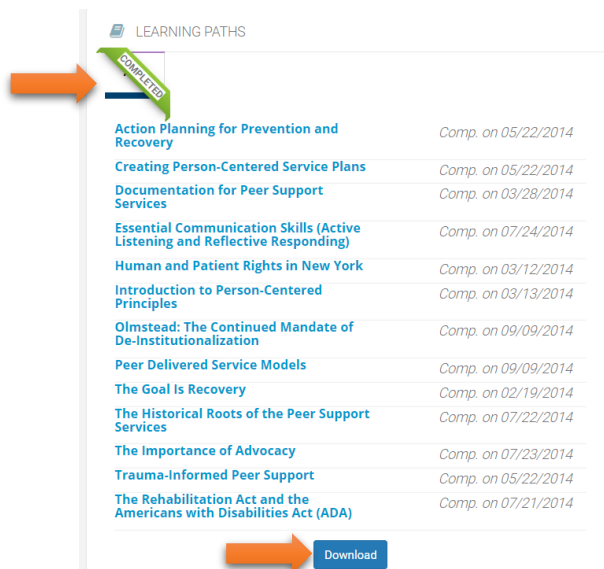
Need help? Send email to: academyofpeerservicesnyomh@gmail.com

10.2 - Print a Certificate (for Thirteen Core Courses)

The Learning Path is a list of all the Core courses you are required to submit to the New York Peer Specialist Certification Board to apply for the Peer Specialist certification.

Step 1: Click **Dashboard** (if you are not already there).

If you have completed all of the required courses, a green “Completed” tag appears at the top of the Learning Path and a Download button becomes available at the bottom.



Step 2: Click **Download**. A PDF file is downloaded to your computer. This is the Certification of Completion

Step 3: Open the PDF file to verify your name.



*Save the Certificate of Completion to submit to the [Certification Board](http://nypeerspecialist.org/) (<http://nypeerspecialist.org/>)

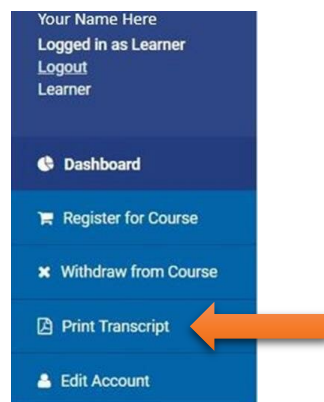
10.3 - Print a Transcript

Once you have completed one or more of the courses, you can print or save a PDF file with a list of the courses you have completed, whether they are core courses, elective courses, or supervision courses.

When you are applying for a renewal or recertification, the transcript can help you to request credit for course work completed beyond the core courses.

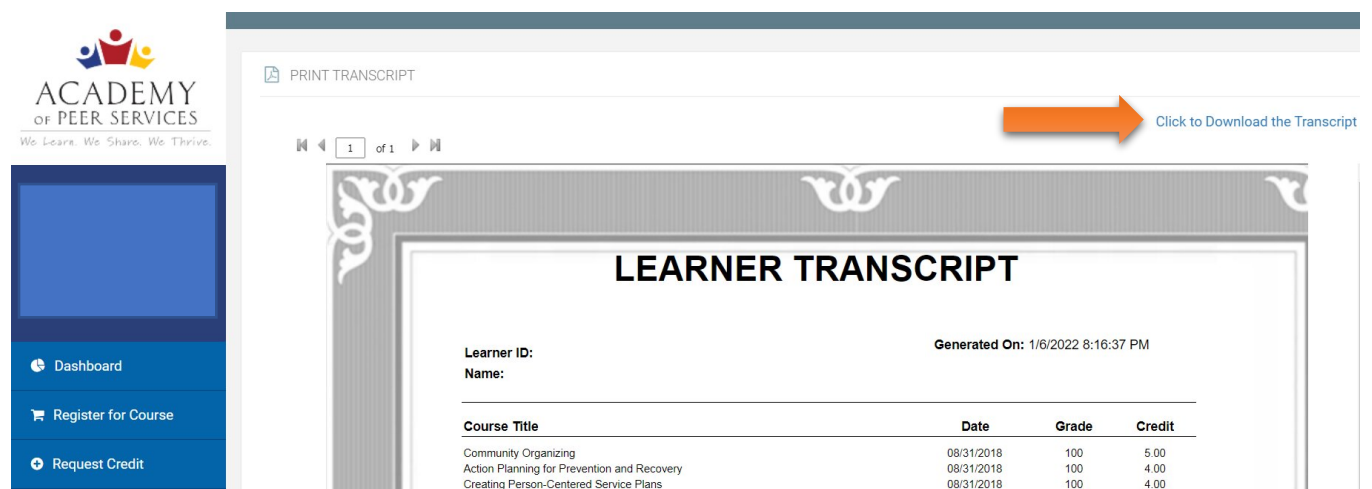
Step 1: Click **Dashboard** (if you are not already there). The Navigation Bar will appear on the left side of the screen.

Step 2: Click **Print Transcript**.



The Transcript will appear on the screen.

Step 3: "Click to Download the Transcript" for a PDF copy of the Transcript.

The screenshot shows the "ACADEMY OF PEER SERVICES" logo on the left with the tagline "We Learn. We Share. We Thrive." Below the logo is a blue navigation bar with "Dashboard", "Register for Course", and "Request Credit" options. The main content area is titled "PRINT TRANSCRIPT" and shows a "1 of 1" page indicator. A large orange arrow points to a button labeled "Click to Download the Transcript". Below this is a decorative header for the "LEARNER TRANSCRIPT". The transcript includes the learner's ID and name, the generation date and time (1/6/2022 8:16:37 PM), and a table of completed courses with columns for Course Title, Date, Grade, and Credit.

Course Title	Date	Grade	Credit
Community Organizing	08/31/2018	100	5.00
Action Planning for Prevention and Recovery	08/31/2018	100	4.00
Creating Person-Centered Service Plans	08/31/2018	100	4.00

Step 4: Check the Transcript to be sure all the completed courses appear as expected.

*Save the PDF copy of the Transcript to submit with your completed application to the **Certification Board** (<http://nypeerspecialist.org/>)

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11 - Accessing the Certification Board:

To learn more about the NYPSCB, certification requirements, or to contact Certification Board staff click on the **Certification Bord link** from **APS home page**.

12 - More Help is Available

- To access the Quick Reference Guide, [click here](#).
- To access the Frequently Asked Questions, [click here](#).
- To access the Online User Guide and Video Tutorials, [click here](#).



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