

How to Obtain Continuing Education Certificates for IHI Open School Online Courses

- 1) Go to <http://app.IHI.org/CertificateCenter>
- 2) Your completed course will be listed under the “**Online Courses**” section as pictured below.
 - o If you have not yet redeemed your certificate, it will appear under “**Create Certificate.**”
 - o If you have already redeemed your certificate, it will appear under “**Existing Certificates.**”

- 3) Click the course name.

- 4) Select your credit type and click **continue**.

- 5) Click the **Download Certificate** button to save or open your PDF certificate.