How do I get a certificate of completion?

Reporting and Certificates · https://training.fairhousinginstitute.com/docs/final-exam/

How do I get a certificate of completion?

There is an exam at the end of each course or each course lesson. Each exam grade is what dictates your certificate of completion. You must pass any exam with an 80% grade or higher in order to move on to the next lesson or to receive your certificate of completion. **Please note that there are two exams that need to be completed for the Basics course after lessons one and two.**

Please note that certificates are automatically sent out upon completion. If you do not see your certificate in your email, please check your spam folder. If you still cannot locate it, please follow the steps below to download a copy.

1. Log in to your account.
2. From the top menu, select **Account > My Courses.**
3. If you passed your course, a certificate icon will appear beside the course name.
4. Click on the icon, and a pop-up will appear. Click "Download Badge" under the course image to download your certificate.

*__NOTE__: All systems have different caching options, which may interfere with your course closing and sending the certificate. If you have passed with at least 80% and you do not see the certificate icon, log out and clear your browsing history, and then log back in, and this should update your account progress.