

How to Download Your Certificate of Attendance

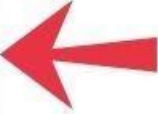
Please note: Before you begin, please be sure to use a laptop or desktop computer and Google Chrome as your browser. Smartphones/tablets and Safari can cause errors.

Step 1: Sign in to your IITAP account with your **username** and **password**: <https://iitap.com/login.aspx>

Member Login

- Apply for Certification Program (\$35 application fee)
- Become a Guest


Sign in using your credentials

Username 

.....

Remember Me

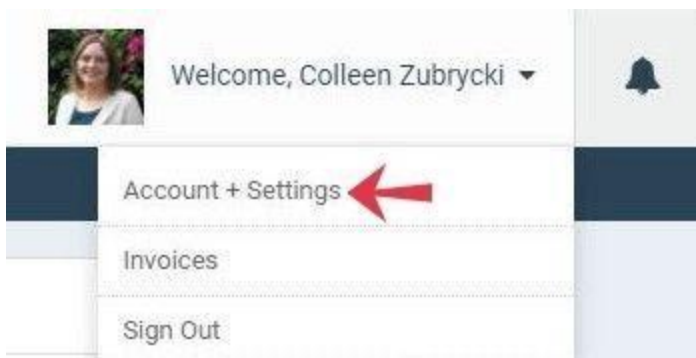
Sign In



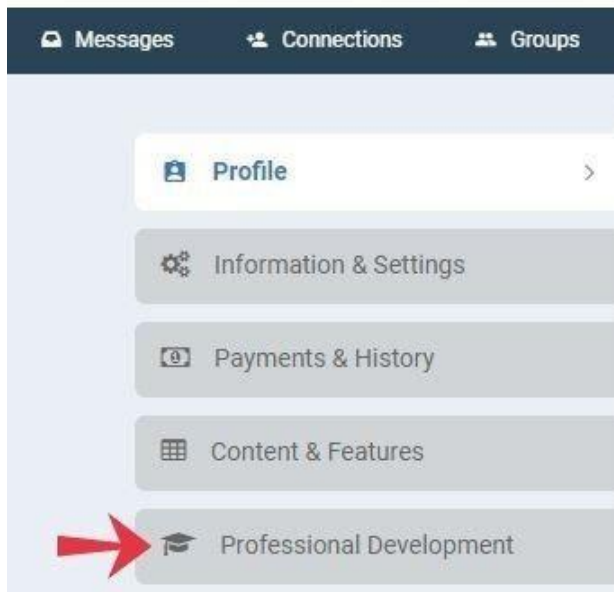
Step 2: In the upper right corner of the screen, you will see the word **Welcome** followed by your name. **Click on that message to see more options.**




Step 3: Click **Account + Settings**.



Step 4: Click the tab labeled **Professional Development**.



Step 5: Find the entry for the Symposium and **click the pencil icon** located under **Options**.

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Approved	4/22/2021	IITAP Continuing Education Attended Event: 16th Annual IITAP Symposium Online	17	4/22/2023	N/A

Step 6: A box will open. Click the **Attachment** link to view / download / print your certificate.

Certification/Program * ? [Reset](#)

Credit Type * ?

Entry Date * ?

Description * ?

Credits * ?

Credits Expire ?

Score (%) ? (if applicable)

Activity Code ?

Attachments ?

Filename	
	Sample_2021 Symposium_Certificate of Attendance.pdf

No file chosen

Step 7: Click **Cancel** to close the box and return to your Professional Development Journal.

Filename	
	Sample_2021 Symposium_Certificate of Attendance.pdf

No file chosen