HCANJ

Health Care Association of New Jersey

Saving Your Certificate:
DOWNLOAD
PDF

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YOUR CERTIFICATE

You will first need to navigate to your certificate. Once you find your certificate, you will be brought to a new page which will prompt you to print. You can use this printing screen to save as a PDF.

While the interface for printing will vary slightly by browser, one thing will remain steady: the layout of the certificate itself. Notice the inclusion of the "Shrink to Fit" message at the top. This will not appear on the printed certificate, but rather acts as a reminder if you are having issues with fitting the certificate on a single page.

- If certificate doesn't fit on a single page, look for and select a **Shrink to Fit** option in your print settings.

HEALTH CARE ASSOCIATION OF NEW JERSEY (HCANJ)
CONTINUING EDUCATION CONTACT HOUR CERTIFICATE

THIS IS TO CERTIFY

Your Name

HAS SUCCESSFULLY COMPLETED THE SEMINAR

Course Title

Date: ####-##-##

CEU: # Total for: LNHA & CALA

Location of Educational Activity:

Harrah's Resort

777 Harrah's Blvd

Atlantic City, NJ
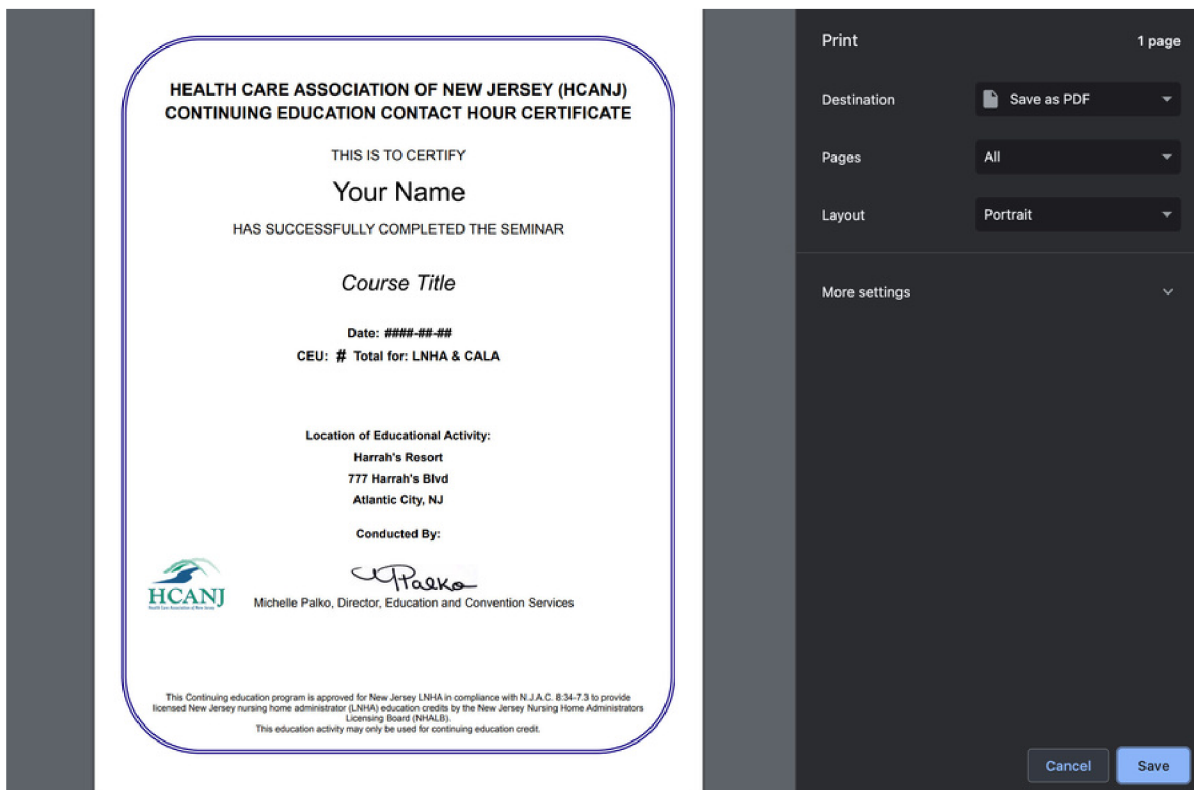
Conducted By:

HCANJ

Michelle Palko, Director, Education and Convention Services

This Continuing education program is approved for New Jersey LNHA in compliance with N.J.A.C. 8:34-7.3 to provide licensed New Jersey nursing home administrator (LNHA) education credits by the New Jersey Nursing Home Administrators Licensing Board (NHALB). This education activity may only be used for continuing education credit.
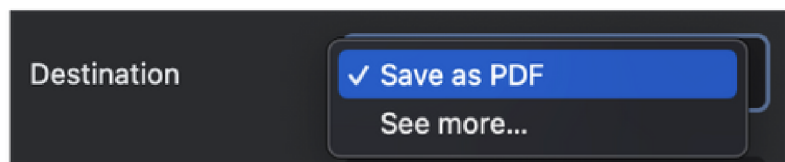
CHROME

This applies to both Mac and PC users.

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Google Chrome will prompt with the example of the printed document on the left and the settings on the right.

In the settings area is the "destination" option, which is where you can select "Save as PDF" which will allow you to download the certificate.
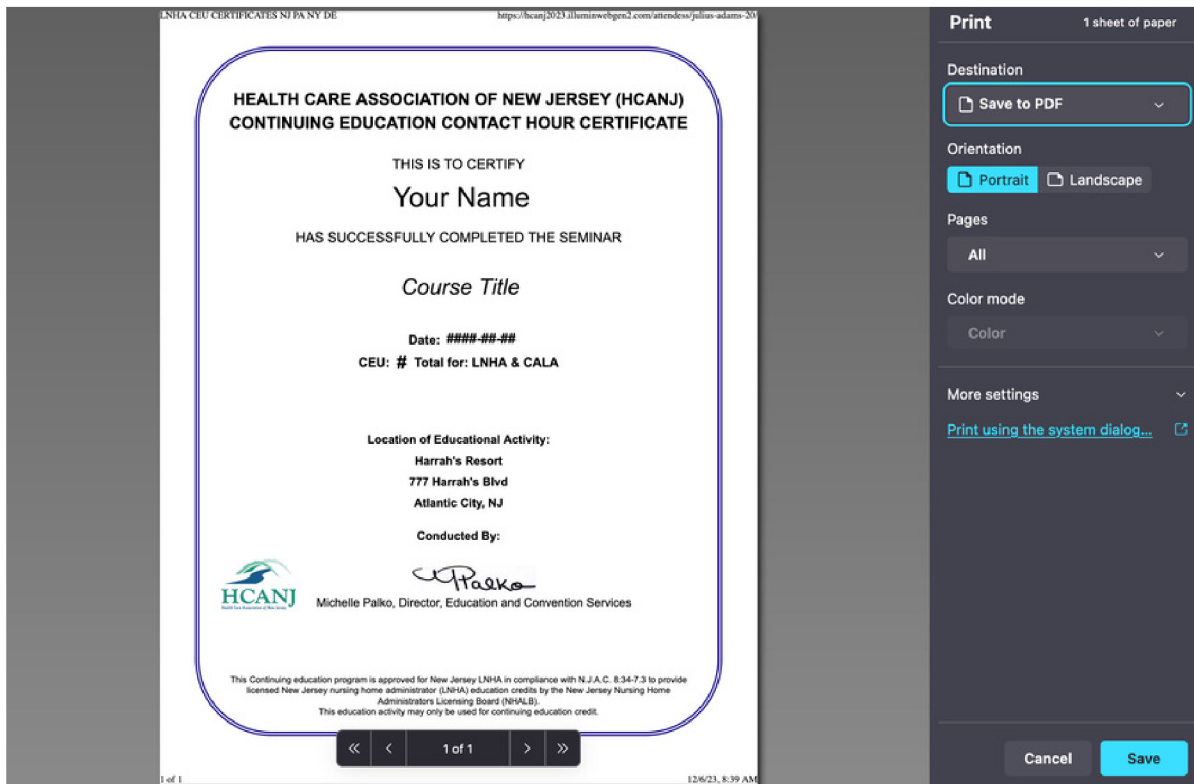

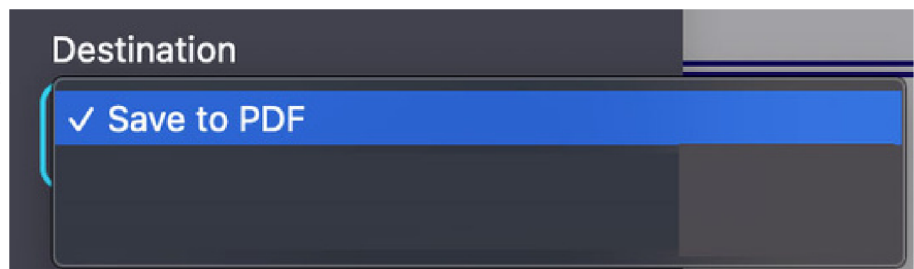Select "Save as PDF" and hit "Save" in the bottom right.

FIREFOX

This applies to both Mac and PC users.

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Firefox will prompt with the example of the printed document on the left and the settings on the right.

In the settings area is the "destination" option, which is where you can select "Save as PDF" which will allow you to download the certificate.
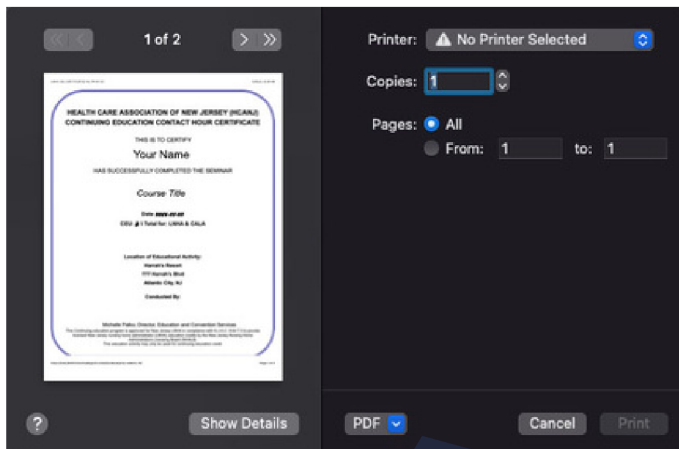

Select "Save as PDF" and hit "Save" in the bottom right.

SAFARI

This applies to Mac users.

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Safari will prompt in a small box box with the example of the printed document on the left and the settings on the right.

At the bottom of the settings area is selectable option that has "PDF" automatically selected. This is the type of file that is to be printed. However, it also contains other options.
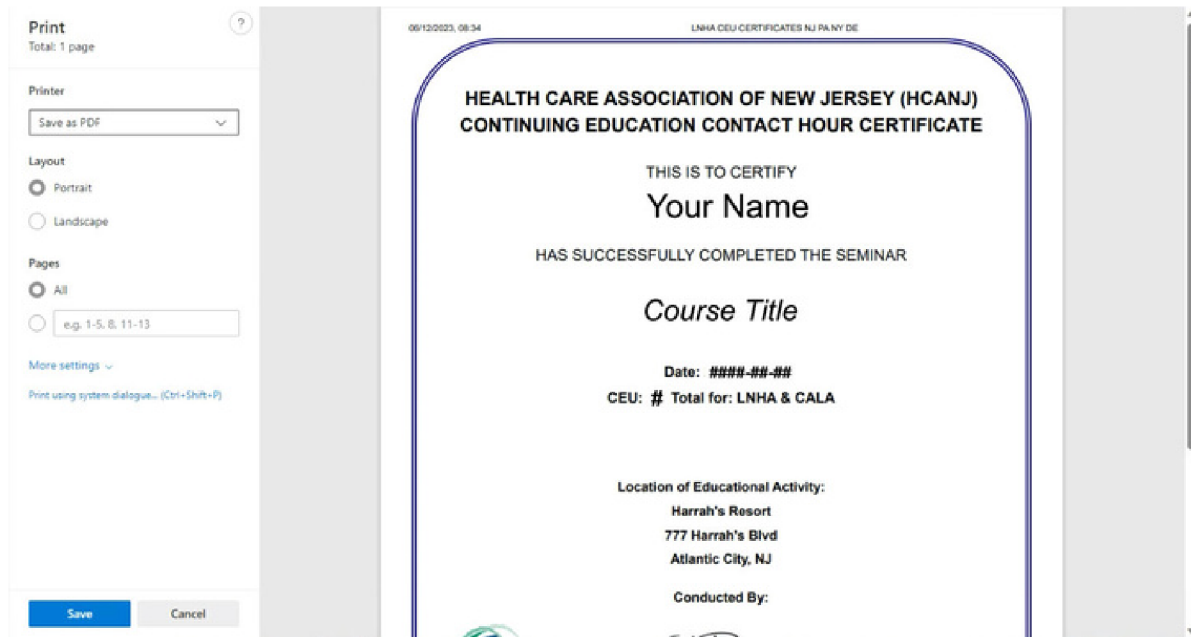
Importantly, one of these options is "Save as PDF."

Click "PDF" and select "Save as PDF" which will prompt another save box to appear where you can select various save details.
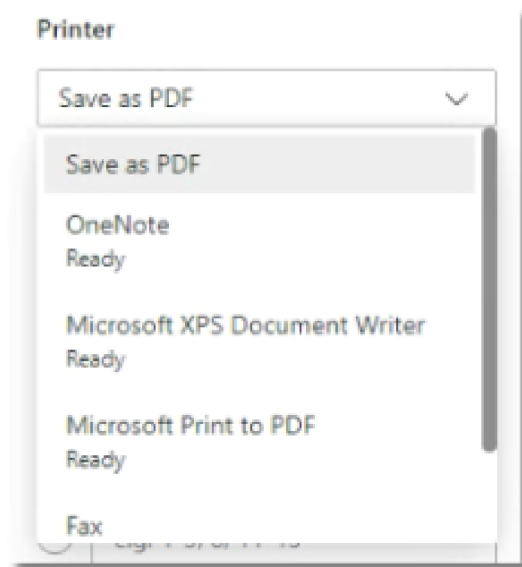
Hit "Save" in the bottom right.

EDGE

This applies to PC users.

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Firefox will prompt with the example of the printed document on the right and the settings on the left.

In the settings area is the "printer" option, which is where you can select "Save as PDF" which will allow you to download the certificate.

Select "Save as PDF" and hit "Save" in the bottom left.

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QUESTIONS:

CONTACT

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