### How to download your

## **HEAL Foundations Program completion certificate**

# Due to recent changes in Skillsoft Percipio, the procedure for retrieving your certificate of completion for the HEAL Foundations Program has changed.

Please follow the instructions below in order to download your certificate of completion:

1. Navigate your CU Portal and utilize the Training tab, then click on Skillsoft Percipio.



2. Once in Percipio, you will select the **Programs** tab and select **Discover all Programs**.



Greetings, Rita! Explore, discover, and master new skills.

3. Under **Discover More**, click **Completed** then click **Download Certificate** to download your certificate in pdf format.

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HEAL Foundations Certificate	
Completed on March 28, 2025 This is the certificate for the HEAL program.	
Download Certificate 🛓 🕒 Give program feedback 👔 Check your rank	
Show Details 🗸	

Note: If you do not see HEAL Foundations Certificate under the **Completed** tab, **please proceed to Step 4**.

4. Under **Discover More**, search for **HEAL Foundations** 

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### 5. Click Enroll

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#### 6. Click **Download Certificate** to download your certificate in pdf format

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Note: The date of completion listed on the certificate will be the date the program was marked as completed by Percipio, which may differ from your actual date of completion.

If you note any errors in your record or need any additional assistance retrieving your certificate, please submit a request to our data team <u>here</u>.

Last Revision - 4/3/2025