

HOW TO PRINT YOUR CERTIFICATE

- Log into your LearningBuilder account.
- Click on “My Account” in the top right corner.
- You will be on your “Account Details” page.

The screenshot shows the PPB LearningBuilder interface. At the top, a blue header bar contains the PPB logo (Professional Practice Board) and a welcome message: "Welcome Donna Strickland! Cycle: CADC | 8/15/2023 - 8/14/2024". Navigation links include "Tasks", "My Account", "Logout", and a help icon. Below the header, a blue bar contains "Supervisees" and "Supervisor Search". The main content area is titled "Strickland: Account Details". A sub-header bar includes "Details", "All Learning Plans", "Tasks", "Payment History", "Communications", "Library", and "Change Password". A note states: "If you are an LCAS, CCS or CSI, you can include your email address in our public directory by clicking the Edit Status icon and checking the **Make Contact Info Available**. Note: The Do Not Include in Directory box has no effect." The user's name "Strickland" is displayed. On the left, there is a "Change Password" button and fields for "Email:" (containing "@gmail.com") and "Type:". Below these are checkboxes for "In Directory", "Make Contact Info Available", "Members", "No Phone Numbers", and "Presses". The main area features a table of roles with status and edit options:

Role	Status	Action
CADC	Applicant	
CCS	Applicant	Edit
CPS	Applicant	Edit
LCAS	Certified	Edit
Practitioner	Active	Edit

To the right of the table is an orange button labeled "Begin CCJP Application". The Windows taskbar at the bottom shows the time as 9:51 AM on 3/5/2024.

- Click on the green arrow to the left of the certificate you want to print.

Jo Strickland

[Change Password](#)

My Email: jle@gmail.com

My Profile Type: i

My Profile in Directory

My Profile: Make Contact Info Available

My Numbers [Edit](#)

My Profile: No Phone Numbers

My Addresses [Edit](#)

My Email: jle@gmail.com [Add](#)

My Social Media [Edit](#)

My Address [Add](#)

Shadow Moss Cir
N, NC 27603-9369
States

[Begin CCJP Application](#)

CADC	CCS	CPS	LCAS	Practitioner
CADC	Applicant			
CCS	Applicant	Edit		
CPS	Applicant	Edit		
LCAS	Certified	Edit		

Unique Identifier: LCAS-26674

Status: Certified

Since Date: 5/10/2023

End Date: 5/9/2027

Disciplinary Action: No

Supervisor:

Role: LCAS

NCASPPB Supervisor

Download Certificate Button [Download Certificate](#)

- Click on “Download Certificate”.
- Print certificate.