



Instructions to obtain and download your Certificate of Attendance

Log on to: <http://www.commonwealthseminars.com>

1. Click on the “Obtain Your Cert” link on the upper right hand side of the homepage.
2. Programs are listed by dates and at the top of the page is a link to online programs listed alphabetically. Scroll down and click on the name of the training you attended.
3. Fill in the form with the information requested. Include the email address where you would like to have your certificate sent.
4. Use this ID #90265 in the last field where it asks for “ID number”.
5. Click on “Start Test”.
6. Complete the test.
7. Once submitted with a score of 75% or higher, you will be able to download and print your certificate of attendance. In addition, your certificate will be sent to you by commonwealthseminars@gmail.com to the email address you provided.

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