How to Upload your PAT FMI Certificate
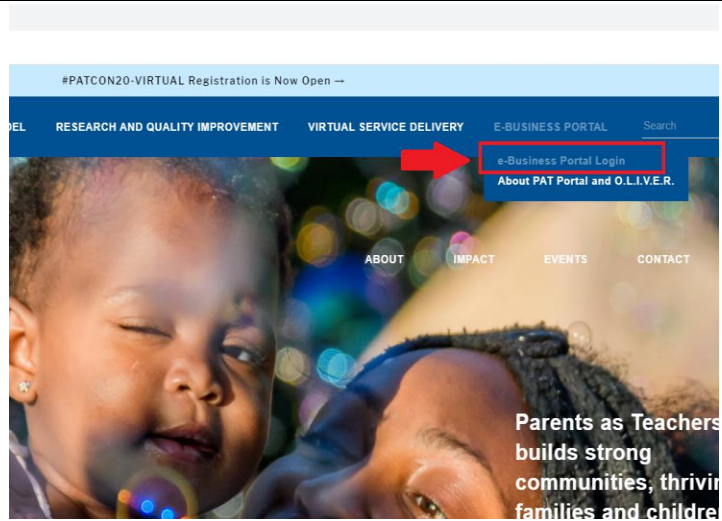
The *PAT Foundational Visit Plans 1-8 - Deeper Dives* training on LMS requires that you upload your PAT FMI Certificate as a is a pre-requisite for the live training.

Below are instructions about how to access and upload your certificate.
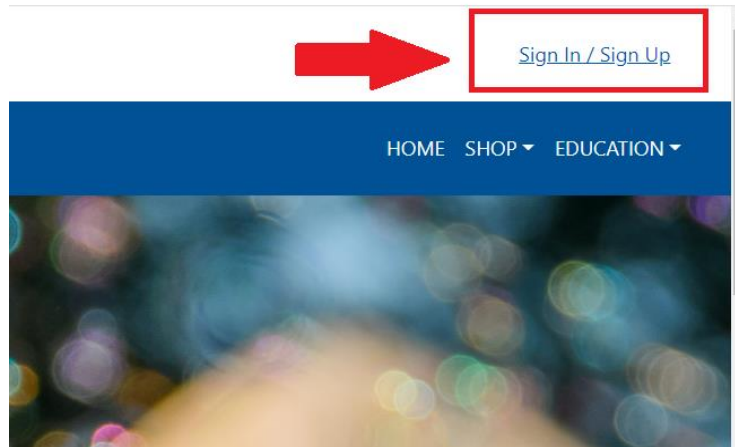
To access you PAT FMI Training Certificate:

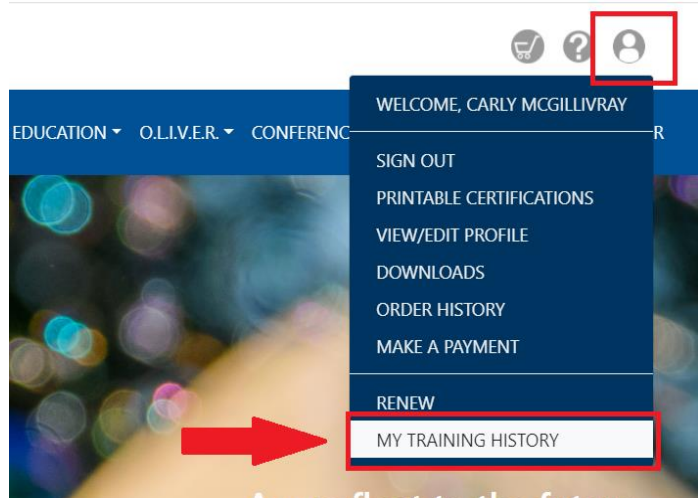|	
Navigate to www.parentsasteachers.org and click the E-Business drop down in the upper right hand corner. Click 'e-Business Portal Login'	
You will then click 'sign in/sign up' in the upper right hand corner of the screen. This will take you to the sign in page. You will sign in there.	
Once signed in, you will click your person profile icon in the upper right hand corner. Then you will click 'My Training History' from the dropdown menu.	

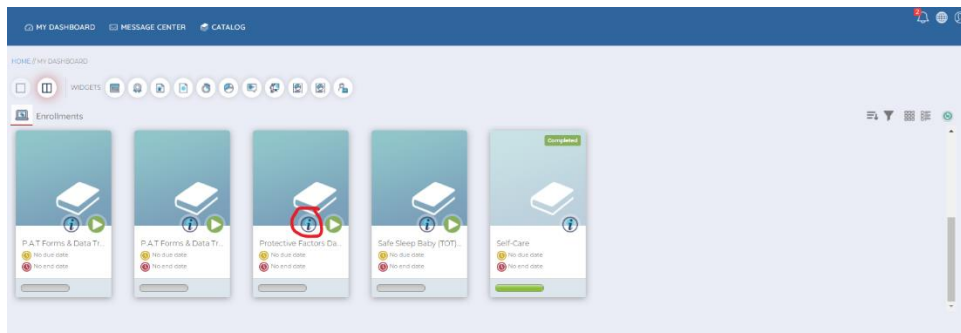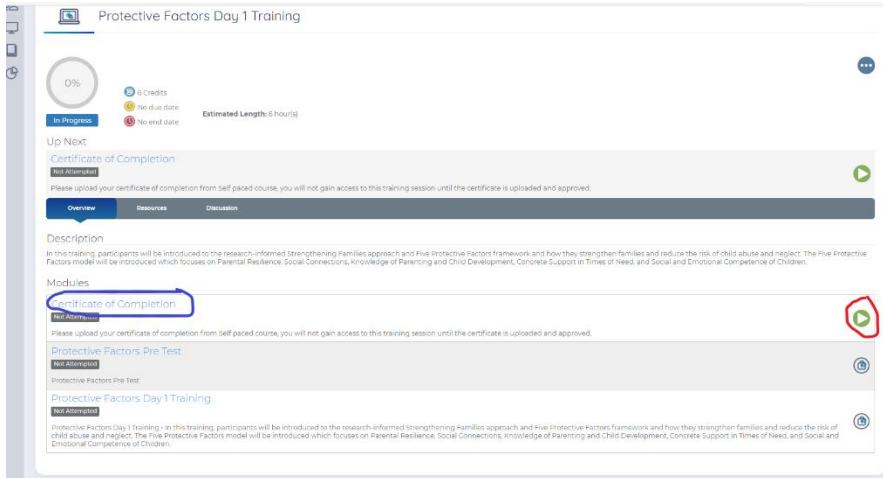|	
On this page you will see trainings you have completed. Click the training.	**My Training History** Granted **Class** Foundational and Model Implementation Training Click on the header names to sort by that column
You will now see the option to 'print certificate.' Click this link to open the certificate. You can now download and print your certificate.	**Certification Details** Foundational and Model Implementation Training Certificate # 329911 Certificant Carly McGillivray Certification Type Requirement Foundational and Model Implementation Training Granted On 6/4/2020 Expires On *Never* Status Granted Print Certificate

From here, you can download and save a copy of your certificate in PDF form.

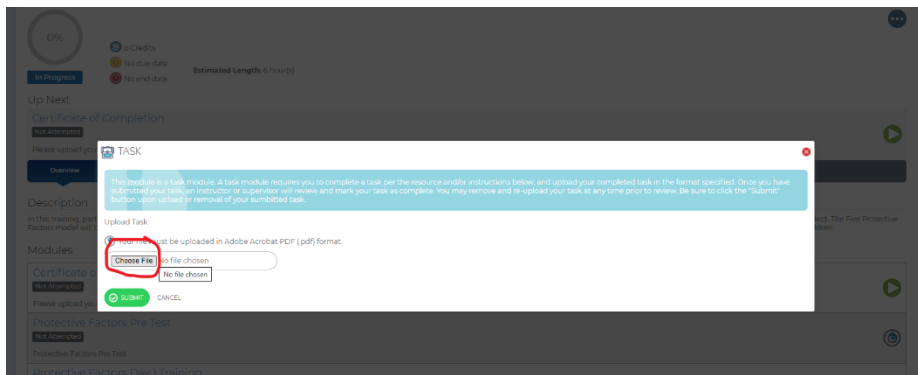**Uploading your Certificate into the *PAT Foundational Visit Plans 1-8 - Deeper Dives training on LMS.***

1. Log into your LMS Account

2. In the Catalogue, find the **PAT Foundational Visit Plans 1-8 - Deeper Dives** training.

3. Once you enroll, from your dashboard, you will click on the ⓘ in the catalogue for the **PAT Foundational Visit Plans 1-8 - Deeper Dives training**

4. Once you open the course, you will see the green button ▶ for the **Certificate of Completion** Module.

5. Click on the green icon and a pop-up window will appear, prompting you to upload your Certificate (PDF file)

6. Once you upload your certificate, it will take some time to sync with the system. Once it has synched, you will be able to go back into the course and complete the **Pre-Test** as you would for other trainings.