

How to Submit an Evaluation & Download Certificates

Evaluations must be completed in order to receive a certificate for a Foundational Learning course. Evaluations become available 7 days after a class and will only become available if you actually attended and completed a class.

1. Login to your account at: <https://training.agendaforchildren.org/checkoutsignin.cfm>
2. From the left-hand pane, click on **My Account**, then **Registrations**.

Agenda for Children Training Cart Sign Out

Course Search

Calendar View

My Account

MyAccount Home

Edit Profile/Password

Manage Members

View/Pay Invoices

Print Reports

Products

Registrations

Account: Teresa Falgoust

MyAccount HOME

Items in Cart: 0

Registrations: 2

Upcoming Registrations: Start Date

MyAccount News

3. It will show a list of your past and present registrations. Click **Submit Evaluation** to take the evaluation survey.

Agenda for Children Training Cart Sign Out

Course Search

Calendar View

My Account

Account: Teresa Falgoust

REGISTRATIONS

Course Code	Title	Dates/Times	Session	Status/Grades	Options
FLA-DAPIT - I-040115	Developmentally Appropriate Practice for Infants/Toddlers Gretna-Kennedy's Child Care Academy Room	4/01/15 -4/01/15 6:15 PM - 9:15 PM W	April 2015	Active	
test - 123testing	XenDirect Testing 123 New Orleans-3 Sisters Academy Room	1/24/15 -2/27/15 M	January 2015	Completed	Submit Evaluation

4. Answer EVERY question, then click the **Submit** button at the bottom of the page. The system will return you to the list of registrations. However, instead of **Submit Evaluation**, you will see the option **Evaluation Submitted/Download Certificate**. Click **Download Certificate** to get your certificate.

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Note: We are phasing out the Google survey and updating our records throughout April. By May 2015, you should be able to download certificates for any foundational or non-Health and Safety fee-based class completed between July 1, 2014 and March 31, 2015 regardless of whether you have taken the Google Survey. Beginning with April 1, 2015 classes, you must complete the evaluation through the training registration system in order to receive your certificate for a foundational class.