



Instructions for Online Certificates of Attendance

Certificates of attendance for AFCC conferences will now be available online Monday, October 5, 2015.

Follow the instructions below to print your certificate of attendance:

1. Go to www.afccnet.org.
2. Click **Conferences & Trainings** located on the horizontal blue menu bar.
3. A drop-down menu will appear. Click **Past AFCC Conferences** in the drop-down menu.
4. On the “Past AFCC Conferences” page, locate “AFCC-AAML 2015 Conference,” and click **More Information**.
5. Click **Online Certificate of Attendance**.
6. You will now be prompted to log in. **Members and non-members must log in.**
 - If you don’t know your password, click “Email me my password” and enter your email address that you registered with. Your login and password information will be emailed to you. If you have any difficulties with this step, you may call the AFCC office at 608-664-3750 and a staff member will assist you.
7. Once you are logged in, a screen entitled Certificate of Attendance will appear. “AFCC-AAML 2015 Conference” will be listed under “**Current Certificates**.” Click the blue “**View/Edit**” button located to the right of “AFCC-AAML 2015 Conference on Advanced Issues in Child Custody.”
8. In the “**Certificate of Attendance – Detail**” window, you may review and edit the workshops/sessions you attended.
9. Scroll to the bottom of the page and check the box next to the statement, “By checking this box I am stating that I attended these workshops/sessions,” verifying your session attendance.
10. Choose from the drop-down menu which accrediting institution you will be seeking credit approval from, if any.
11. Click **Save Changes**. *Steps 9, 10 and 11 must be completed before you will be able to print your certificate.*
12. Scroll to the bottom and click the blue button to print your certificate.