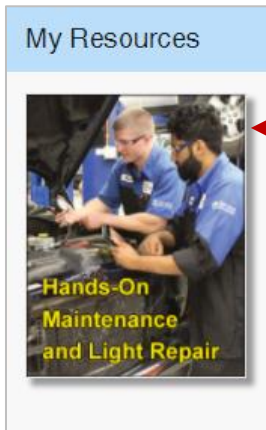


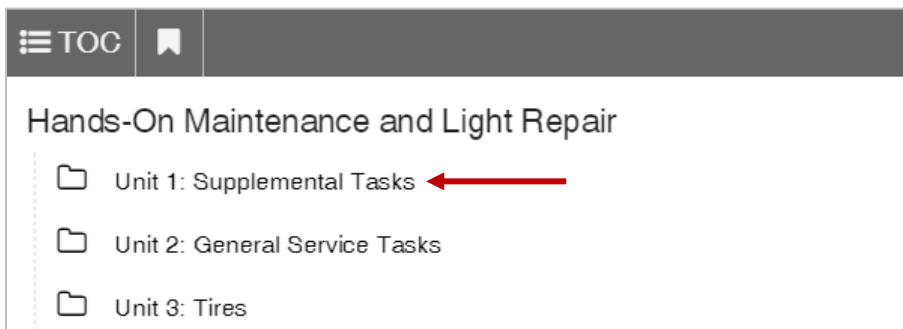
## ***Hands-On Maintenance and Light Repair*** **Instructor Support Documentation**

### **How do I distribute Unit Certificates to my students?**

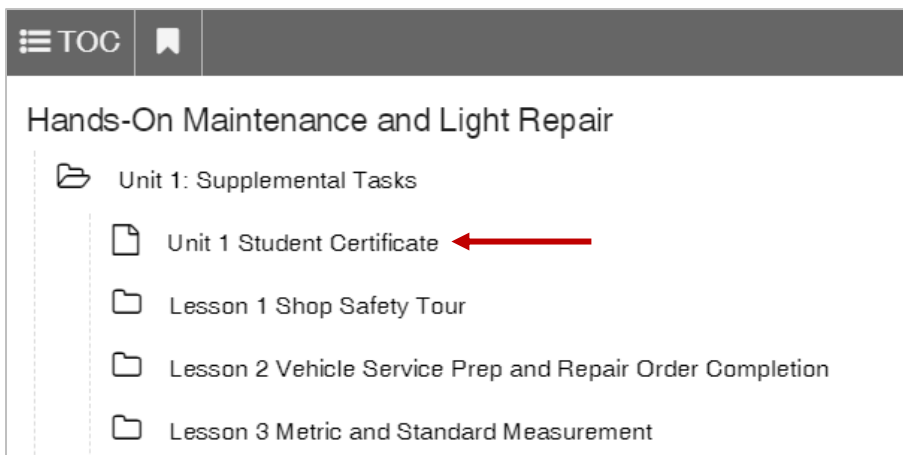
Select the *Hands-On Maintenance and Light Repair* cover from the *My Resources* section of the home page.



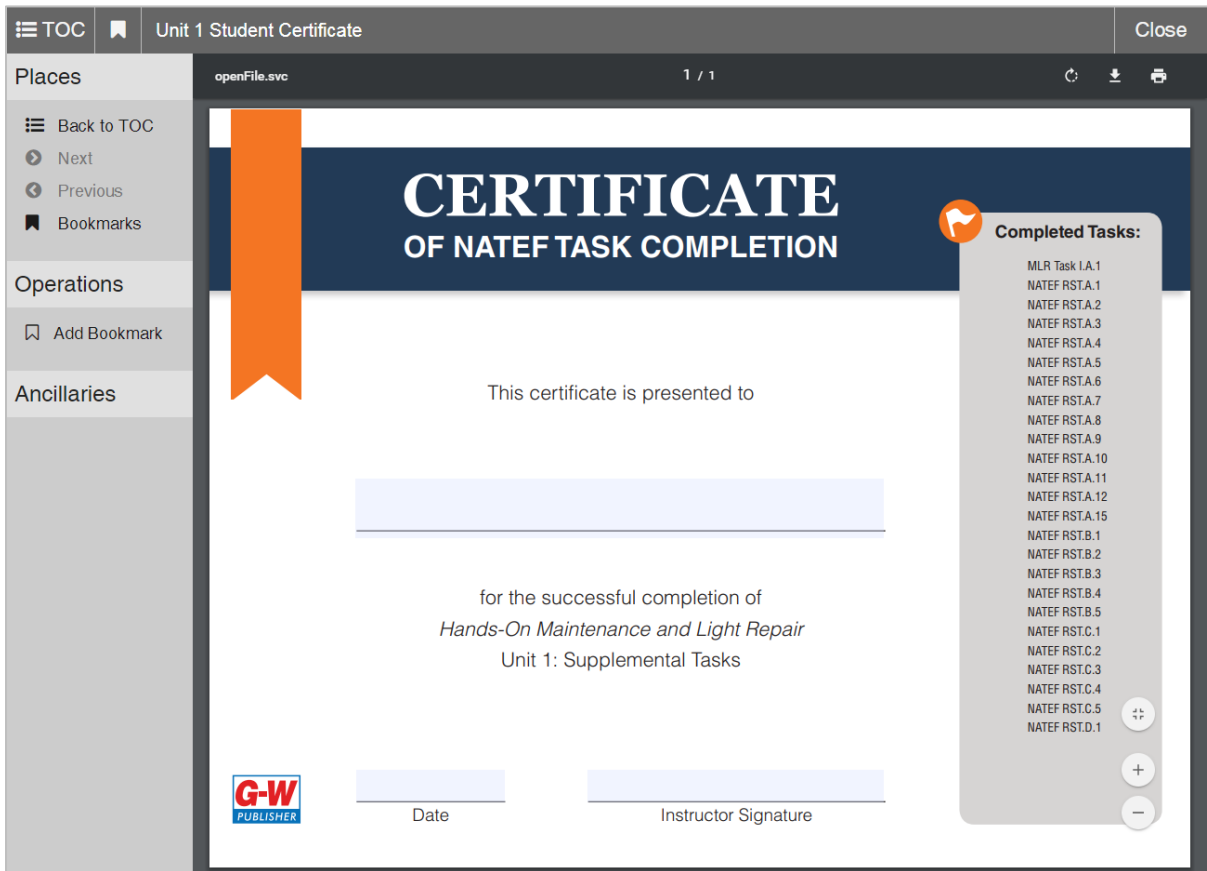
Select a Unit to expand it and view its contents.



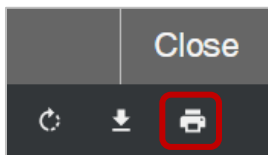
Select the *Student Certificate* link within that Unit.



A preview of the Certificate will open.



If you would like to print the Certificate and fill it out by hand before distributing to students, select the *Print* button in the upper-right corner.




If you would like to fill out the Certificate digitally before distributing it to students, form fields are built into the Certificate. Form fields for the student's name, date, and instructor signature are highlighted in the PDF. Fill in the information in the appropriate fields. Note: If desired, you can digitally fill out the student's name and the date and manually sign the certificate after it is printed.

# CERTIFICATE OF NATEF TASK COMPLETION

This certificate is presented to

for the successful completion of  
*Hands-On Maintenance and Light Repair*  
Unit 1: Supplemental Tasks



Date

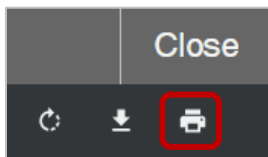
Instructor Signature

**Completed Tasks:**

- MLR Task I.A.1
- NATEF RST.A.1
- NATEF RST.A.2
- NATEF RST.A.3
- NATEF RST.A.4
- NATEF RST.A.5
- NATEF RST.A.6
- NATEF RST.A.7
- NATEF RST.A.8
- NATEF RST.A.9
- NATEF RST.A.10
- NATEF RST.A.11
- NATEF RST.A.12
- NATEF RST.A.15
- NATEF RST.B.1
- NATEF RST.B.2
- NATEF RST.B.3
- NATEF RST.B.4
- NATEF RST.B.5
- NATEF RST.C.1
- NATEF RST.C.2
- NATEF RST.C.3
- NATEF RST.C.4
- NATEF RST.C.5
- NATEF RST.D.1

⌕  
+  
-

When you are finished filling out the form fields, you can print the completed form by selecting the *Print* button in the upper-right corner.



If you would like to save a copy of the form, select the *Download* button in the upper-right corner.

