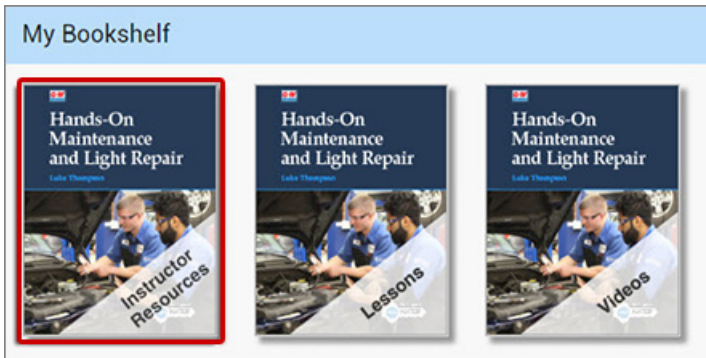


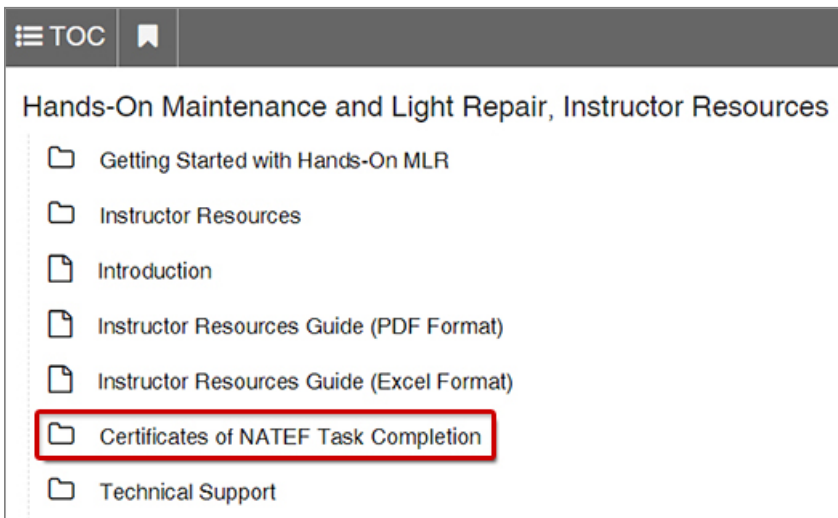
# Hands-On Maintenance and Light Repair

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

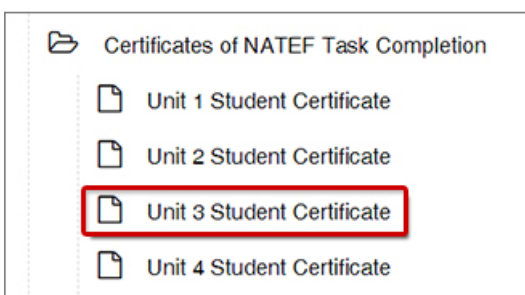
Select the *Hands-On Maintenance and Light Repair, Instructor Resources* cover from the My Bookshelf area of the Home page.



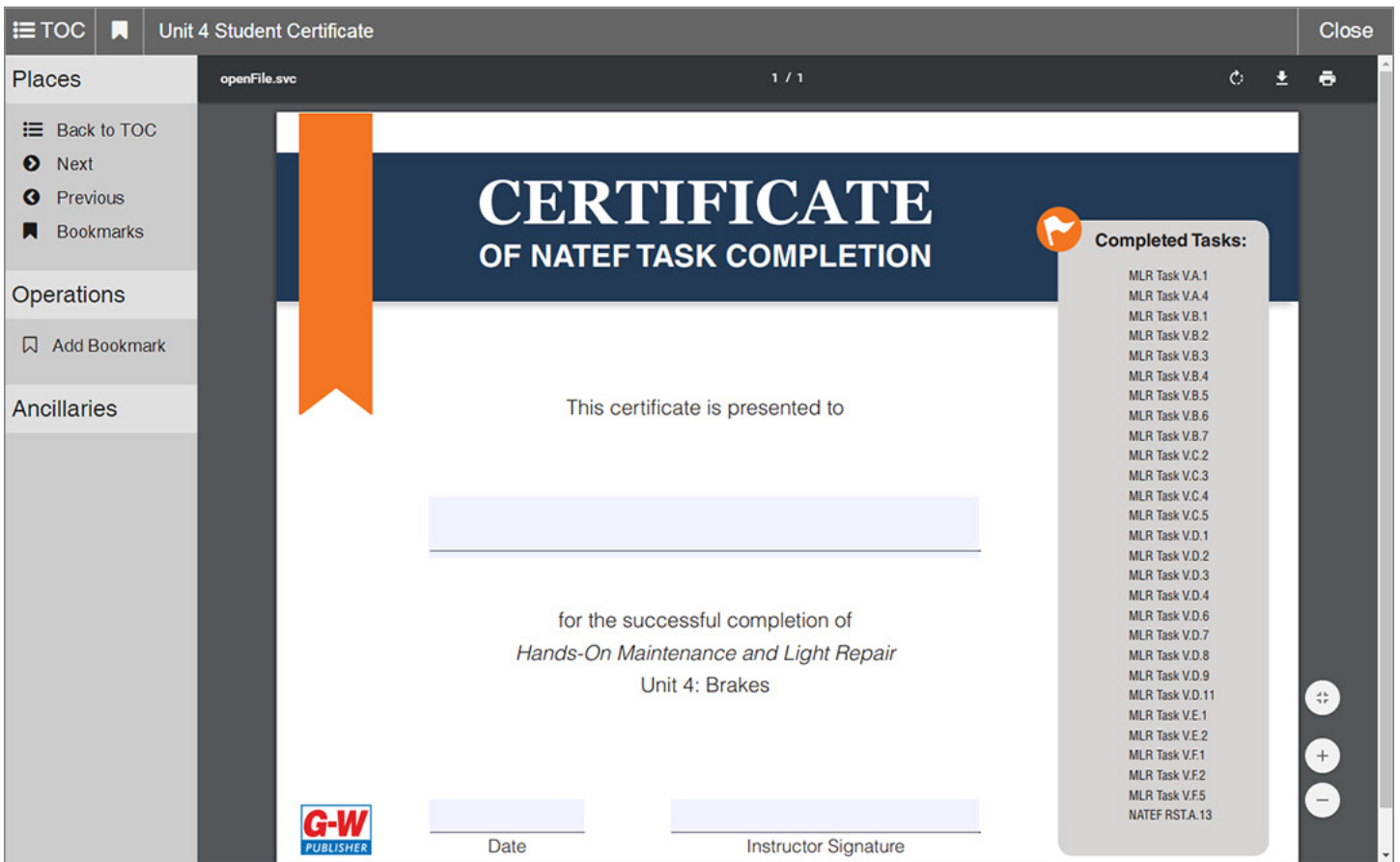
Select the *Certificates of NATEF Task Completion* folder to expand it and view its contents.



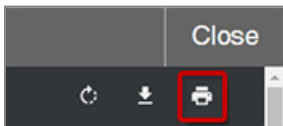
Select the *Student Certificate* link for the desired unit.



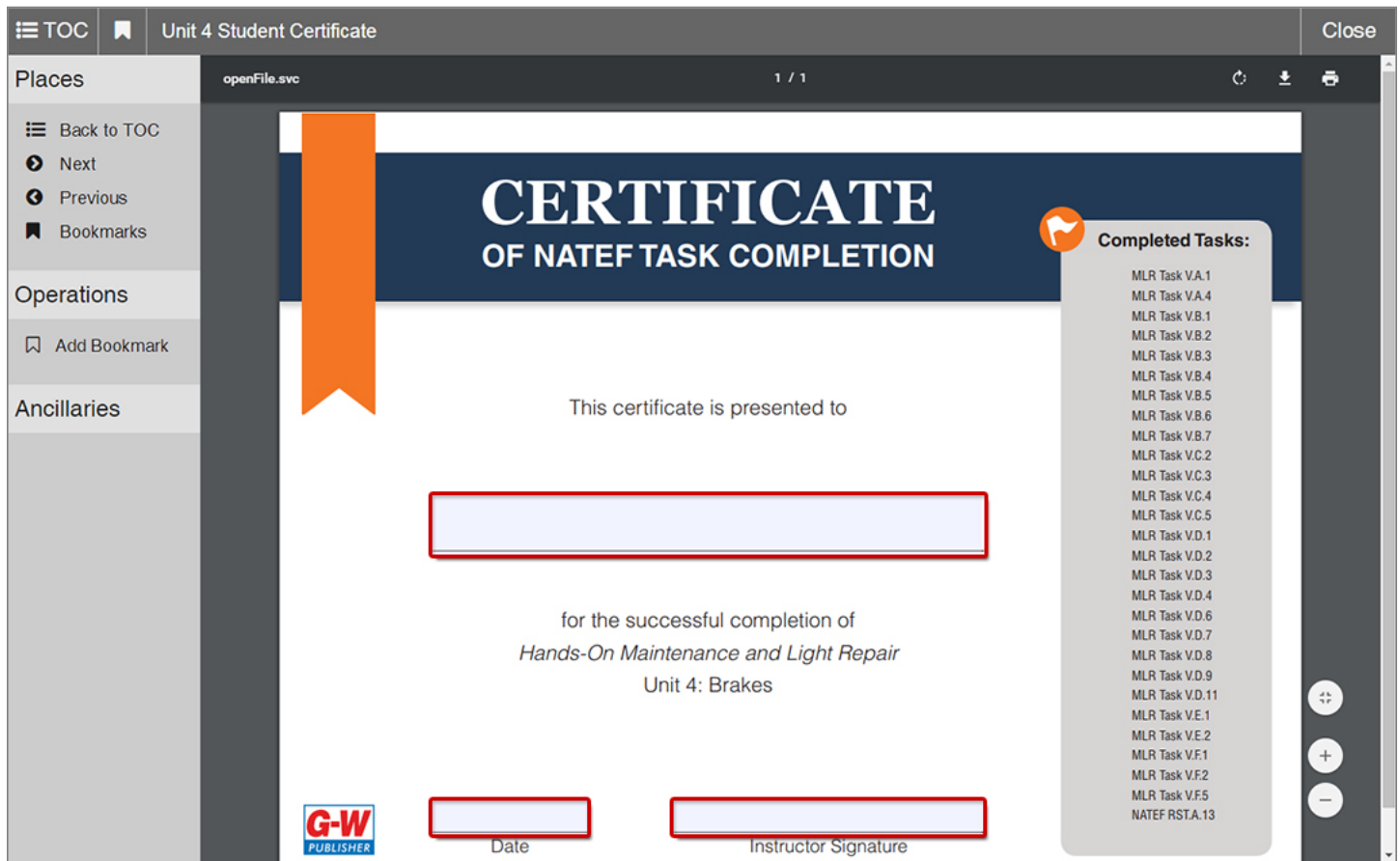
A preview of the Certificate will open.



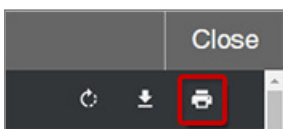
If you would like to print the Certificate and fill it out by hand, select the *Print* button in the upper-right corner.



If you would like to fill out the Certificate digitally, 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.



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.

