

Mental Health Professional Online Development

Generating a certificate of completion

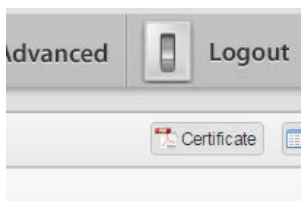
Learners can generate certificates of completion for claiming Continuing Professional Development (CPD) points .

Being able to claim time spent engaging with MHPOD towards CPD requirements is an additional incentive for participation for learners. Accreditation/endorsement for MHPOD topics has been sought with a number of professional bodies. For more information, please visit www.mhpod.gov.au/cpd-accreditation

Please note: you will need Adobe Reader, or a similar program to view and print the certificate, which is generated as a PDF document. To download Adobe Reader, visit www.get.adobe.com/reader

To generate a certificate:

1. log into the LMS (www.vic.mhpod.gov.au)
2. Got to the reports page
3. Click on the certificate button, which is located towards to the top right of the window, just below the logout button



4. Your web browser will automatically download the document. Please make sure you open and save the document in an easily retrievable place.
5. You can now view and print your certificate.



Please see your educator or manager if you need further support. Alternatively, email mhpod@dhhs.vic.gov.au

