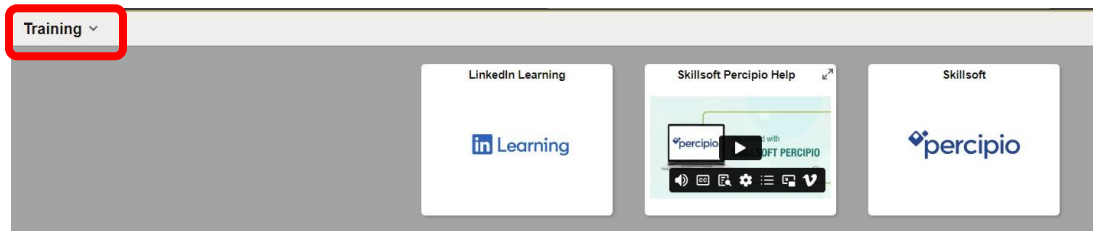


How to download your HEAL Fair Recruitment Practices Program completion certificate

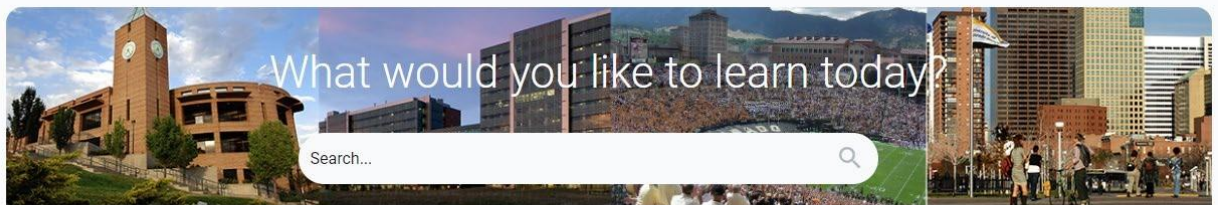
Due to recent changes in Skillsoft Percipio, the procedure for retrieving your certificate of completion for the HEAL Fair Recruitment Practices Program has changed.

Please follow the instructions below in order to download your certificate of completion:

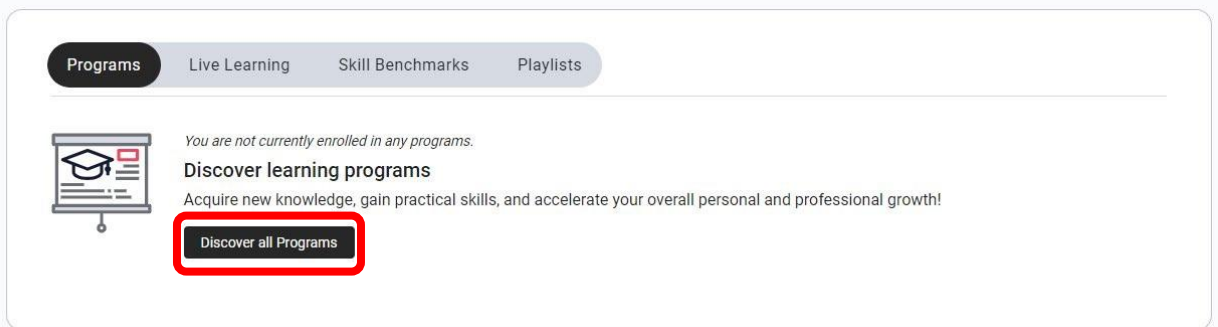
1. Navigate your **CU Portal** and utilize the **Training** tab, then click on **Skillsoft Percipio**.



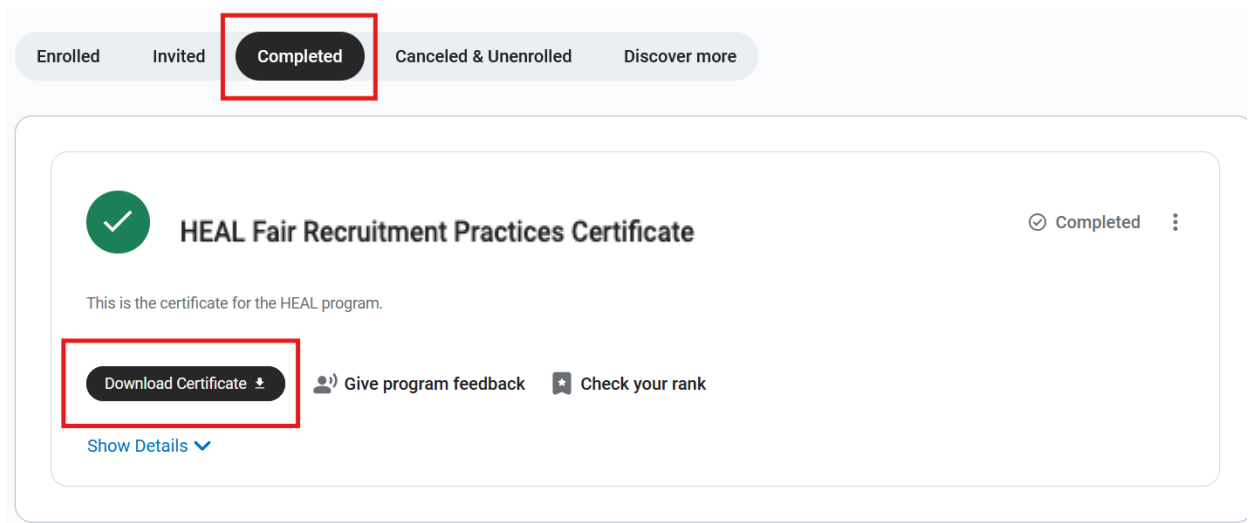
2. Once in Percipio, you will select the **Programs** tab and select **Discover all Programs**.



Greetings, Rita! Explore, discover, and master new skills.

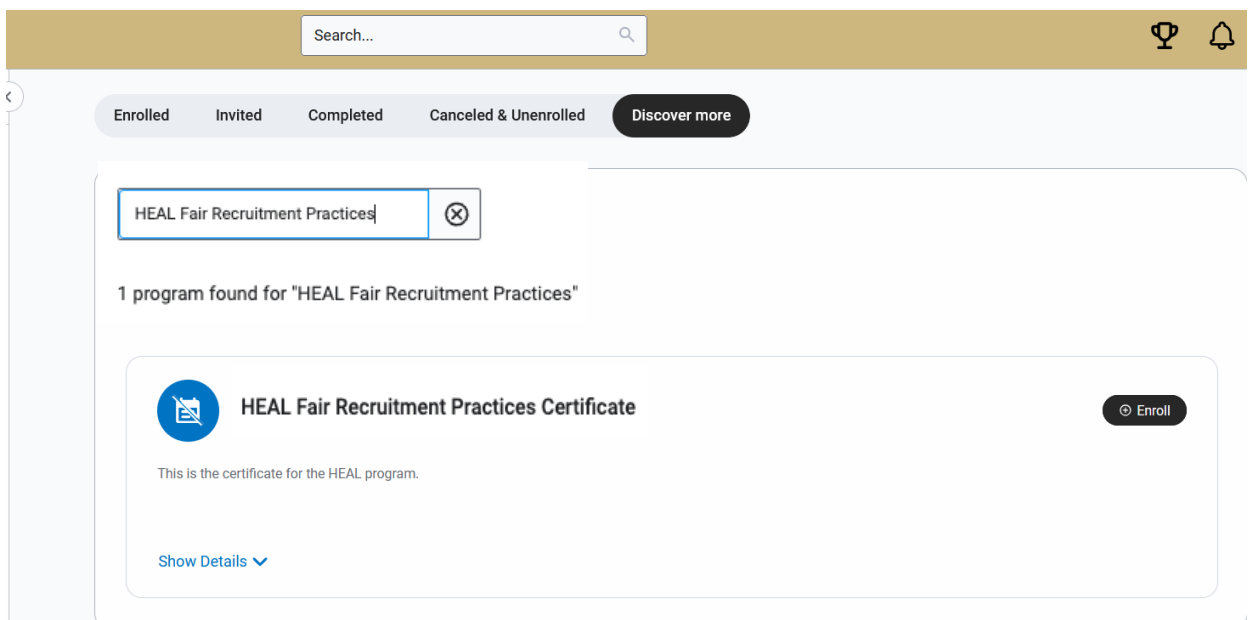


3. Under **Discover More**, click **Completed** then click **Download Certificate** to download your certificate in pdf format.

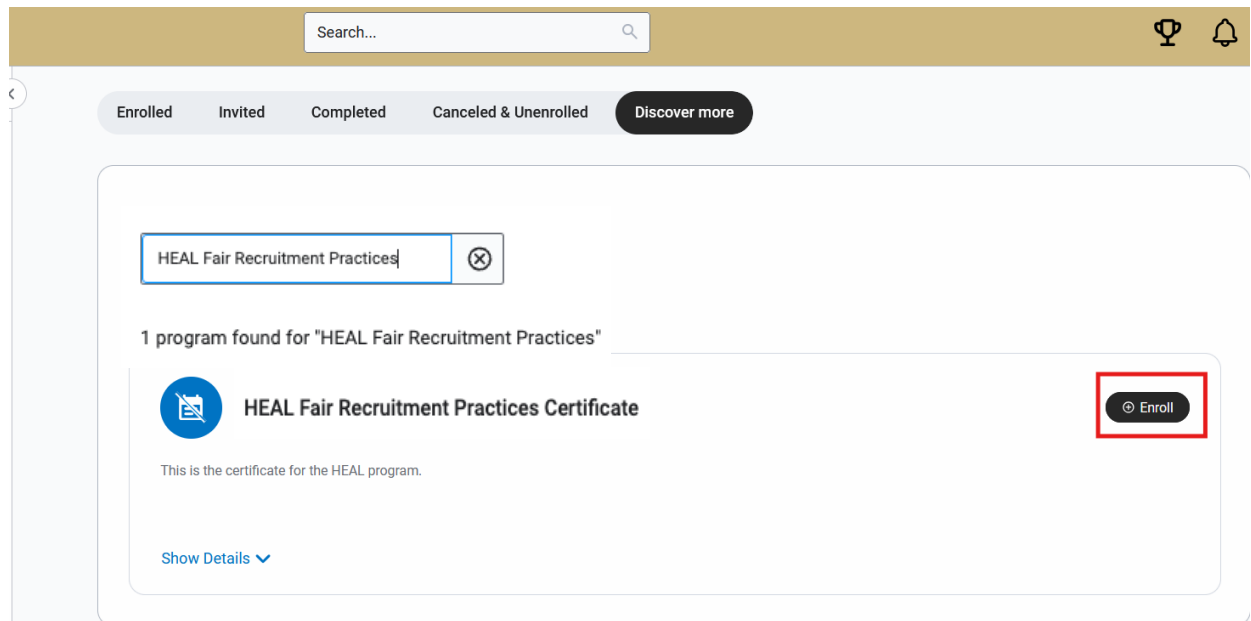


Note: If you do not see HEAL Fair Recruitment Practices Certificate under the **Completed** tab, **please proceed to Step 4.**

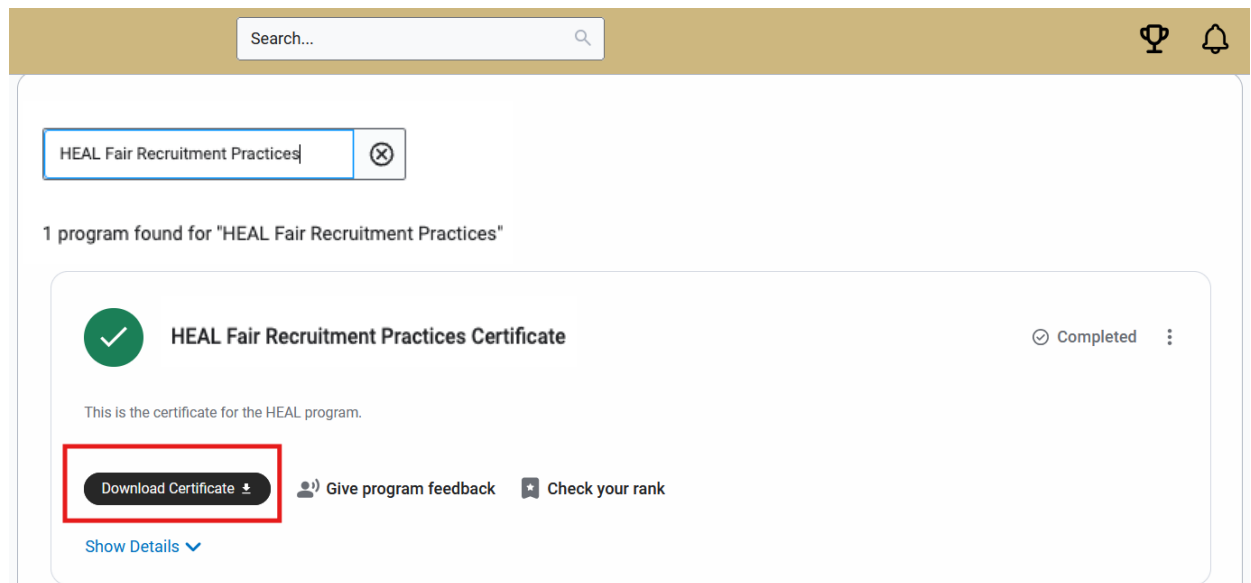
4. Under **Discover More**, search for **HEAL Fair Recruitment Practices**



5. Click **Enroll**



6. Click **Download Certificate** to download your certificate in pdf format



Note: The date of completion listed on the certificate will be the date the program was marked as completed by Percipio, which may differ from your actual date of completion.

If you note any errors in your record or need any additional assistance retrieving your certificate, please submit a request to our data team [here](#).

Last Revision – 8/19/2025