



## MAINTAINING CERTIFICATES FOR COMPLETED GA FIP ONLINE LEARNING COURSE HOURS

The information below is to assist educators in maintaining a record of earned FIP course completion hours when the educator transfers or is reassigned within the same district or begins employment in another district or state. **The educator needs to complete the steps below whenever a FIP course has been completed to maintain a record of earned hours.** GaDOE will not maintain FIP course completion certificates or transcripts.

### Locating Certificates or Transcripts for Completed FIP Online Learning Courses

1. Log in to FIP and click “Courses.”
2. Scroll down to “Recently Completed Courses.”
3. Download the certificate for the course or transcript for all completed courses.
5. Save or print the certificate to maintain a personal archive.



