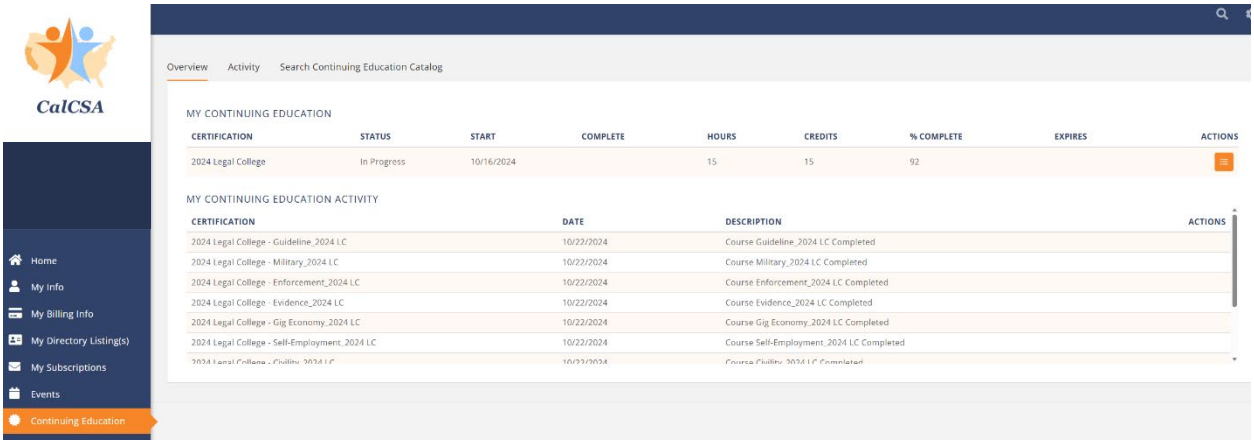
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PO BOX 162362, Sacramento, CA 95816

HOW TO DOWNLOAD CERTIFICATES

1. Log in to your CalCSA account
   - Go to California Child Support Association- CalCSA
   - Click on Log in on the top right
2. In the Info Hub, click **Continuing Education** in the left hand navigation.



3. The Overview tab will display the following:
   - **My Certifications:** This section will display all of the certifications the member is currently enrolled in, and the status of those certifications.
   - Click on **Certification** to see the components that make up the certification.
   - The **Expires** column will display when the certification expires.
   - If a certification is completed, the **Download Certifications** icon will be displayed in the Actions column.



     - Click on the **Action** button.
     - Click on the sesssion to download the certificate.
   - **My Certification Activity**: This section will display all of the activities surrounding this members certification programs.
   - **Upcoming Certification Events**: If there are upcoming certification events, they will be displayed in this section. The member will be able to register for the event directly from the **Overview** tab.

Should you need any certificate that is not reflected in your account, please reach out to us at administrative@calcsa.org.