

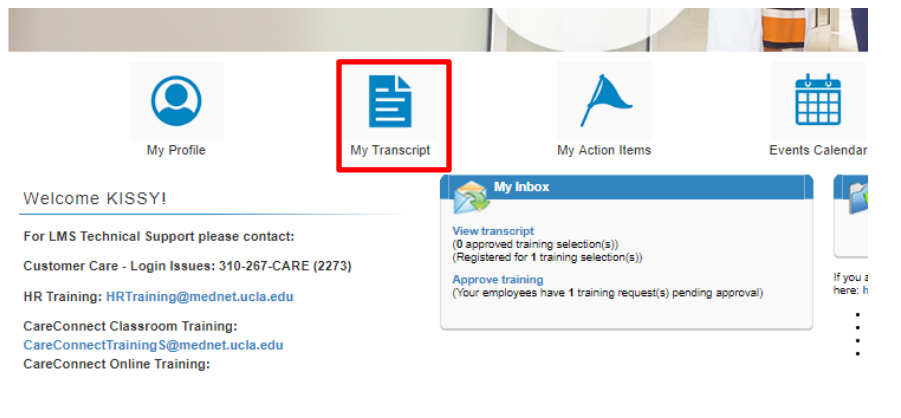
# Cornerstone Training Guide

## Complete an Evaluation & View a Certificate

### Introduction

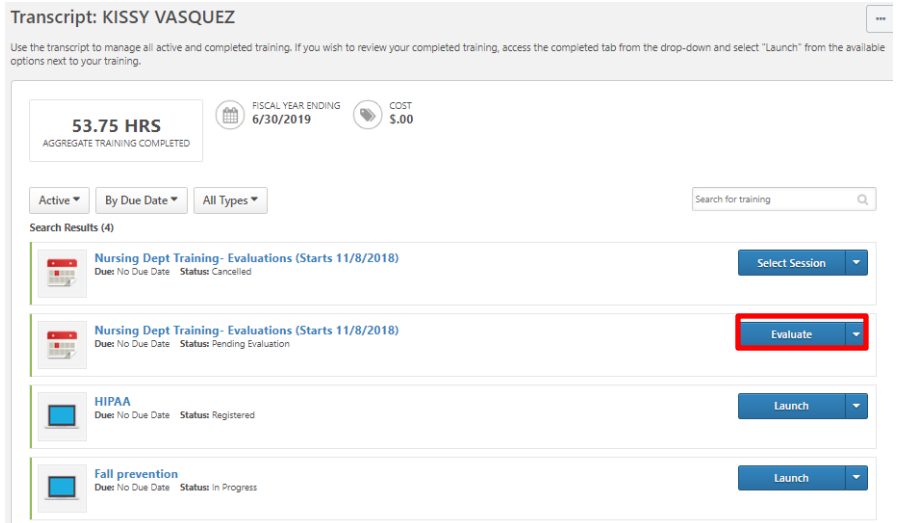
In this scenario, learners will complete a course evaluation and view a certificate.

1. Click the **My Transcript** icon.



2. Locate a completed activity and select **Evaluate**.

Note: CareConnect training evaluations are completed separately from CSOD and Instructors will show learners where to access this evaluation.



**3. Complete the Evaluation. All questions are required. Click Next.**

Evaluati

**General**

**Question 1 .**

Job Title: (Select option)

- RN/NP
- LVN
- CCP/ACCP
- Physician
- Social Worker
- Respiratory Therapist
- Other (write-in required in comments)

If listed "Other", provide job classification::

**Question 2 .**

Was a disclosure statement made at the beginning of the program:

- Yes
- No

Save / Return Later

Next »

**4. Rate each instructor for the class. Click Next.**

Evaluati

**Ratings**

**Question 1 .**

Knowledge of Speaker:

- Not Applicable   Poor   Satisfactory   Good   Excellent
- 

**Question 2 .**

Quality of Lecture:

- Not Applicable   Poor   Satisfactory   Good   Excellent
- 

**Question 3 .**

Objectives Met:

- Not Applicable   Poor   Satisfactory   Good   Excellent
- 

**Question 4 .**

Overall Rating:

- Not Applicable   Poor   Satisfactory   Good   Excellent
- 

« Back

Save / Return Later

Next »

5. Provide additional feedback on the course. Click **Submit Final Answers**.

**Question 1 .**

Feedback for the facilitators:

Amazing Program

**Question 2 .**

What were the strengths of today's session?

Learning about Cornerstone

**Question 3 .**

What opportunities/areas of improvement would you suggest for this session (if any)?

More offerings!

**Question 4 .**

How will you apply the information you learned in this session in your practice?

I will know how to take all of my evaluations!

**Question 5 .**

Additional Comments:

I LOVE CORNERSTONE!

« Back

Save / Return Later

Submit Final Answers

6. The user is redirected to the Transcript. The evaluated activity is moved to the completed transcript since all requirements have been met.

Click on the arrow next to **Active** and select **Completed** to view the completed transcript.

Home > KISSY VASQUEZ > Transcript: KISSY VASQUEZ

Transcript: KISSY VASQUEZ

Use the transcript to manage all active and completed training. If you wish to review your completed training, access the completed tab from the drop-down and select "Launch" from the available options next to your training.

56 HRS  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 6/30/2019 COST \$0.00

Active By Due Date All Types Search for training

Active  
Completed Dept Training- Evaluations (Starts 11/8/2018) Select Session  
Archived Date Status: Cancelled

HIPAA Due: No Due Date Status: Registered Launch

Fall prevention Due: No Due Date Status: In Progress Launch

7. Locate the completed activity and click the arrow next to **View Completion Page** and select **View Certificate**.

The screenshot shows a list of four completed courses. The third course, 'Nursing Dept Training- Evaluations (Starts 11/8/2018)', is highlighted. A dropdown menu is open next to its 'View Completion...' button, showing three options: 'View Completion Page', 'View Certificate', and 'View Training Details'. The 'View Certificate' option is highlighted with a red box.

|  |  |  |
|--|--|--|
|  | <b>Radiation Safety - General Hazard Awareness Training</b><br>Completed: 6/2/2015 Status: Completed   | <a href="#">View Completion...</a>   |
|  | <b>Preceptor Development (Starts 8/15/2018)</b><br>Completed: 8/17/2018 Status: Completed              | <a href="#">View Completion...</a>   |
|  | <b>Nursing Dept Training- Evaluations (Starts 11/8/2018)</b><br>Completed: 11/8/2018 Status: Completed | <a href="#">View Completion...</a><br>View Completion Page<br><b>View Certificate</b><br>View Training Details |
|  | <b>LAWSON1 EMPAC Requester (Starts 8/4/2016)</b><br>Completed: 8/4/2016 Status: Completed              |  |

8. A new window will open with a contact hour certificate. This can be printed or saved to the desktop.

The certificate is titled 'CERTIFICATE' in large blue letters. It is issued by UCLA Health, 757 Westwood Plaza, Los Angeles, CA 90095, (310) 267-3317. The recipient is KISSY YASQUEZ, Certificate/License Number # [redacted], Type: [redacted]. The certificate states that she has completed the course 'Nursing Dept Training- Evaluations' on 11/8/2018. The provider is approved by the California Board of Registered Nursing, Provider #12511, for 0 hour(s). The certificate also mentions accreditation by the American Nurses Credentialing Center's Commission on Accreditation and that Certified Nurse Assistants (CNA) will receive 0 hour(s) of continuing education for participation in this course. The certificate must be retained by the licensee for a period of four years after the course concludes. The date is 11/8/2018. The issuer is Kathleen Feldman, MSN, RN-BC, Lead Nurse Planner for UCLA Health.

**CERTIFICATE**

Of Continuing Education  
Issued by  
UCLA Health  
757 Westwood Plaza  
Los Angeles, CA 90095  
(310) 267-3317

**KISSY YASQUEZ**  
Certificate/License Number # [redacted]  
Type: [redacted]

**Has completed the following course:**  
**Nursing Dept Training- Evaluations**  
11/8/2018

Provider approved by the California Board of Registered Nursing, Provider #12511, for 0 hour(s).

UCLA Health is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Nurses will be awarded 0 ANCC contact hour(s) for participation in the course.

Certified Nurse Assistants (CNA) will receive 0 hour(s) of continuing education for participation in this course. NAC #1155.

This certificate must be retained by the licensee for a period of four years after the course concludes. This record shall be retained by the CNA or HHA for a period of four (4) years starting from the date of enrollment.

Your class name

Kathleen Feldman, MSN, RN-BC  
Lead Nurse Planner for UCLA Health

Date: 11/8/2018

**UCLA** Health