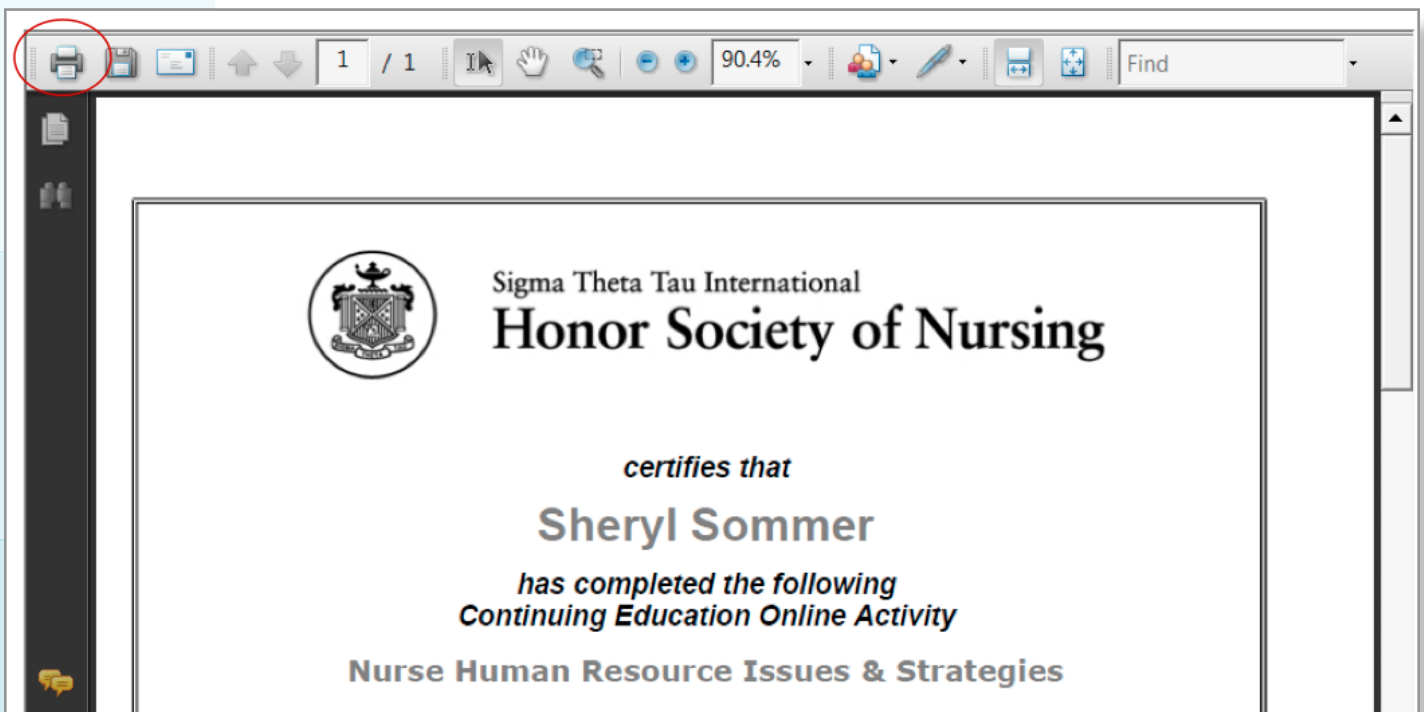


## How to Obtain a Certificate of Completion From Sigma Theta Tau International

1. Earn a minimum of 70 hours in the Nurse Manager Certificate Program by taking posttests and achieving a minimum score of 80% for at least nine modules. Most modules are 8 hours each, but two are 5 hours each.
2. The system will automatically send your name to Sigma Theta Tau. The Honor Society will send an electronic version of the certificate directly to the email address listed in your ATI account in approximately 7 to 10 business days.
3. You can print your certificate once it has been posted to your account
4. If you have not received a certificate in 10 days, check your junk folder for an email from STTI. Review your transcript on the “My Results” tab to be sure you have earned the correct number of hours.
5. If you have earned enough hours but not received a certificate after 10 business days, send an email to [stti@atitesting.com](mailto:stti@atitesting.com). A customer service specialist will assist you in reviewing your transcript to determine if more hours are required or if there is a problem with the certificate generation process.




## How To Obtain a Certificate for a Module

1. Log in to atitesting.com.
2. Go to “My Results.”
3. Select “Tutorials.”
4. Click on “Module Report” to the right of the desired module.
5. Scroll down to the last page of the module report.
6. Print the certificate.



Access results and remediation using the icons below. My Transcript

Proctored Assessments / Practice Assessments / **Tutorials**

Tutorials				Access results below
ID:	Tutorial:	Module:	Date:	Module Report:
TUT151862	Sigma Theta Tau Modules 2013	Client Education		
		Using Evidence to Guide Decision Making and Management Practices	10/3/2014 11:36:36 AM	
		Introduction to Administrative, Management, and Organizational Theories	8/21/2014 4:43:03 PM	
		Using Evidence to Guide Strategic Planning	8/21/2014 4:45:50 PM	
		Using Evidence to Determine Resource Demands and Allocation	8/21/2014 4:06:33 PM	
		Ethical Principles for Nurse Managers	2/5/2014 5:41:07 PM	
		Managing the Team		
		Human Resources: Issues and Strategies		
		Project Management	5/22/2014 4:57:46 PM	
		Patient Safety in the Health Care Workplace		
Facilitating Staff Development				