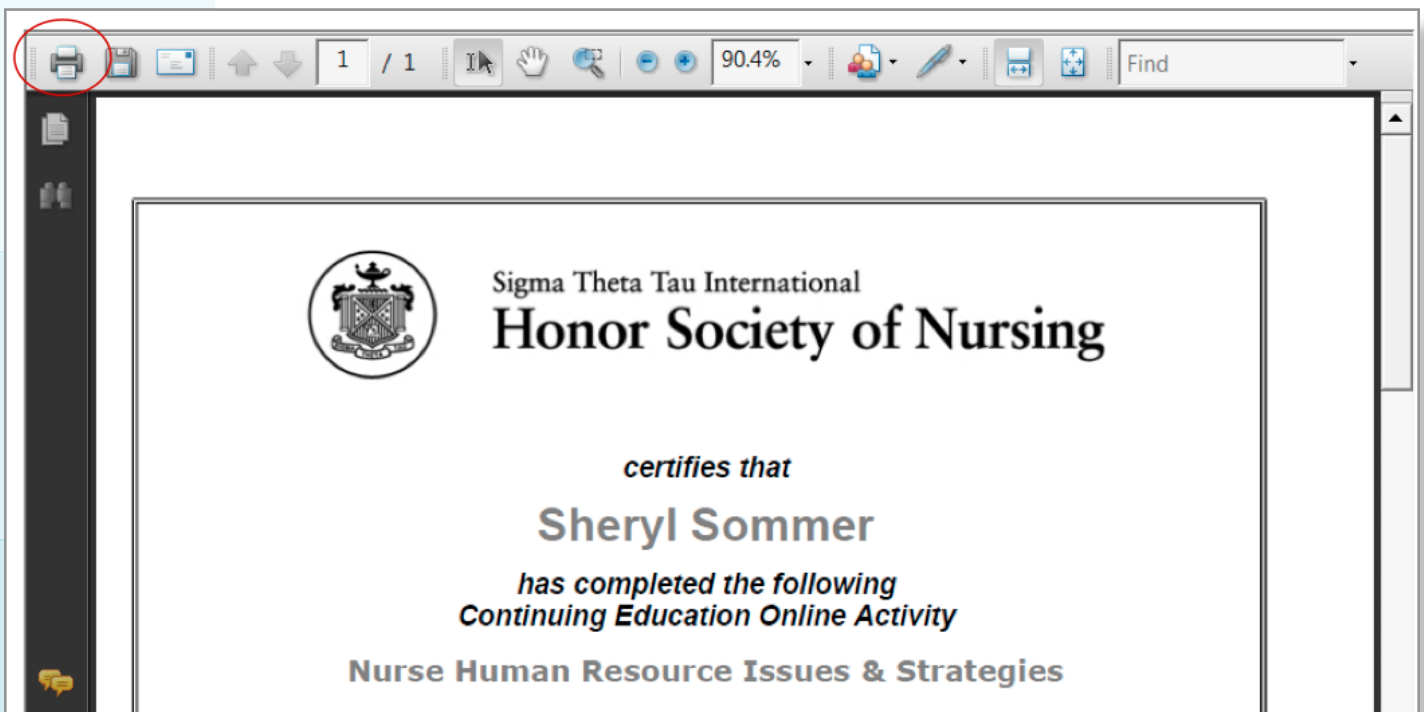## How to Obtain a Certificate of Completion
From Sigma Theta Tau International

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. 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.