



NeighborWorks Training Institute (NTI)

VISUAL STEP-BY-STEP CERTIFICATE & COURSE EVALUATION GUIDE

Designed to help you print your certificate quickly and seamlessly

STEP 1: [EVENT LOGIN:](#)

- This link will return you to the event site. The login username is the email you registered with, and your password is what you input when creating your account.
- If assistance is needed, contact NeighborWorks Training Customer Response at nti@nw.org or 1-800-438-5547.


STEP 2: CONFERENCE HALL/YOUR NTI SCHEDULE


- Click this to gain access to your **MY COURSES | YOUR NTI SCHEDULE** page.



STEP 2: MY COURSES/YOUR NTI SCHEDULE

- On this page, you will click on **YOUR NTI SCHEDULE (the bright yellow box)**. Once opened, scroll down the page to view your **Course Itinerary**.

- Once on this page, you see the course(s) you have taken. Once you have completed the course(s) with 100% attendance, you will click on the  to gain access to printing your **Certificate of Completion**. After printing your certificate, please be sure to complete the **Post Course Evaluation** by clicking on the links provided with each course. Your feedback is valued! *You will have access to both the certificates and evaluations typically for no more than two weeks after the last course day.*

Session	Participant Comments	Date	Location
2-day Mon.-Tues.: CB130: Sources of Power: Understanding Community Leadership 	POST COURSE EVALUATION LINK: https://survey.alchemer.com/s3/6849960/23ab51f32d33	May 23rd 8:30 - 11:30 am, 1pm - 4pm May 24th 8:30 - 11:30 am, 1pm - 4pm	Meeting Room 405, Level 2, Los Angeles Convention Center (Concourse Hall)
1-day Wed.: ML316: Leading High Performance Teams	POST COURSE EVALUATION LINK: https://survey.alchemer.com/s3/6849960/23ab51f32d33	May 25th 8:30 - 11:30 am, 1pm - 4pm	Meeting Room 504, Level 2, Los Angeles Convention Center (West Hall)
2-day Thur.-Fri.: CB320: Community Organizing: Values and Conflicts	POST COURSE EVALUATION LINK: https://survey.alchemer.com/s3/6849960/23ab51f32d33	May 26th 8:30 - 11:45 am, 1pm - 4:30pm May 27th 8:30 - 11:45 am, 1pm - 2:30pm	Meeting Room 410, Level 2, Los Angeles Convention Center (Concourse Hall)