



Recording completion of Our AP Way for business records:

1. Complete each of the 5 modules in the course
2. You must **complete the form at the end of each section to receive your completion certificate** for each section
3. Fill in your first and last name
4. You must have evidence of your certificate of completion, for example take a screen shot, or take a photo using your mobile of your completion certificate. The platform **will not save your progress, you need to record your own evidence of your certificate after completing each section.**
5. After saving a screenshot or photo of all 5 sections of Our AP Way, **provide these images of the certificates to your manager** via email or text message, for their records and to support the reimbursement process – i.e. Welcome, Parcel Facility, Post Office, Community and Support Centre

Form to complete at the end of each section	Certificate of completion to save (evidence required for payment)
<p>Congratulations!</p> <p>You've completed 1. Welcome</p> <p>You must download and print your certificate as proof you have completed this course and provide a copy to your employer for their records.</p> <p>To access your certificate, fill in your details below, then select 'Get Certificate'.</p> <p>Firstname: TODD Lastname: MARSHALL Date: 14/02/2024</p> <p>Get Certificate</p>	<p>CERTIFICATE OF COMPLETION</p> <p>This is to certify that</p> <p>TODD MARSHALL</p> <p>has successfully completed the Australia Post Our Way</p> <p>1. Welcome</p> <p>Course completion date: 14/02/2024 Certificate number: 1707853075676</p> <p><small>(Print Certificate)</small></p>
<p>Congratulations!</p> <p>You've completed 2. Parcel Facility</p> <p>You must download and print your certificate as proof you have completed this course and provide a copy to your employer for their records.</p> <p>To access your certificate, fill in your details below, then select 'Get Certificate'.</p> <p>Firstname: TODD Lastname: MARSHALL Date: 14/02/2024</p> <p>Get Certificate</p>	<p>CERTIFICATE OF COMPLETION</p> <p>This is to certify that</p> <p>TODD MARSHALL</p> <p>has successfully completed the Australia Post Our Way</p> <p>2. Parcel Facility</p> <p>Course completion date: 14/02/2024 Certificate number: 1707853075676</p> <p><small>(Print Certificate)</small></p>
<p>Congratulations!</p> <p>You've completed 3. Post Office</p> <p>You must download and print your certificate as proof you have completed this course and provide a copy to your employer for their records.</p> <p>To access your certificate, fill in your details below, then select 'Get Certificate'.</p> <p>Firstname: TODD Lastname: MARSHALL Date: 14/02/2024</p> <p>Get Certificate</p>	<p>CERTIFICATE OF COMPLETION</p> <p>This is to certify that</p> <p>TODD MARSHALL</p> <p>has successfully completed the Australia Post Our Way</p> <p>3. Post Office</p> <p>Course completion date: 14/02/2024 Certificate number: 1707853075676</p> <p><small>(Print Certificate)</small></p>
<p>Congratulations!</p> <p>You've completed 4. Community</p> <p>You must download and print your certificate as proof you have completed this course and provide a copy to your employer for their records.</p> <p>To access your certificate, fill in your details below, then select 'Get Certificate'.</p> <p>Firstname: TODD Lastname: MARSHALL Date: 14/02/2024</p> <p>Get Certificate</p>	<p>CERTIFICATE OF COMPLETION</p> <p>This is to certify that</p> <p>TODD MARSHALL</p> <p>has successfully completed the Australia Post Our Way</p> <p>4. Community</p> <p>Course completion date: 14/02/2024 Certificate number: 1707853075676</p> <p><small>(Print Certificate)</small></p>
<p>Congratulations!</p> <p>You've completed 5. Support Centre</p> <p>You must download and print your certificate as proof you have completed this course and provide a copy to your employer for their records.</p> <p>To access your certificate, fill in your details below, then select 'Get Certificate'.</p> <p>Firstname: TODD Lastname: MARSHALL Date: 14/02/2024</p> <p>Get Certificate</p>	<p>CERTIFICATE OF COMPLETION</p> <p>This is to certify that</p> <p>TODD MARSHALL</p> <p>has successfully completed the Australia Post Our Way</p> <p>5. Support Centre</p> <p>Course completion date: 14/02/2024 Certificate number: 1707853075676</p> <p><small>(Print Certificate)</small></p>