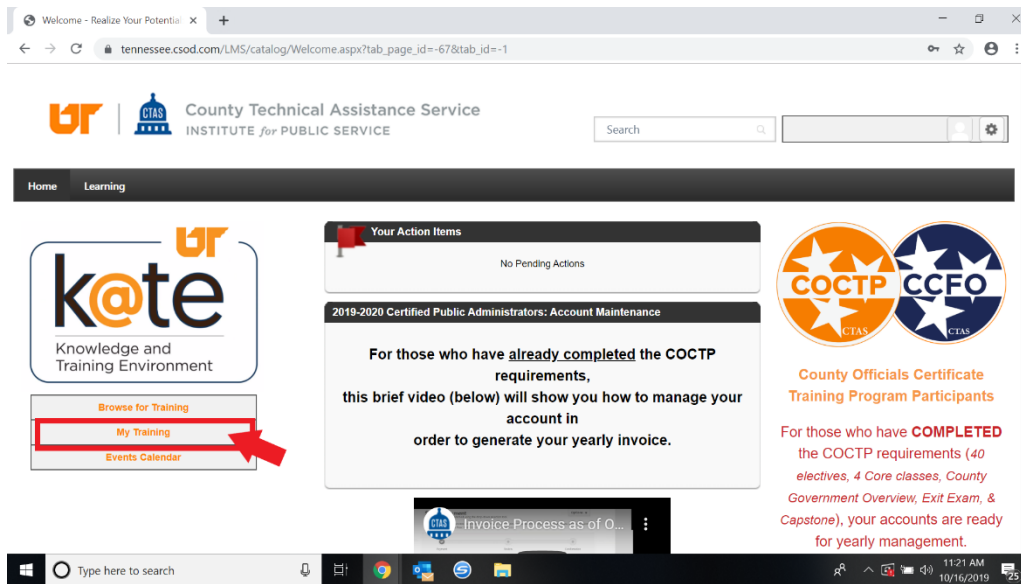


Instructions for Downloading Completion Certificates from K@te

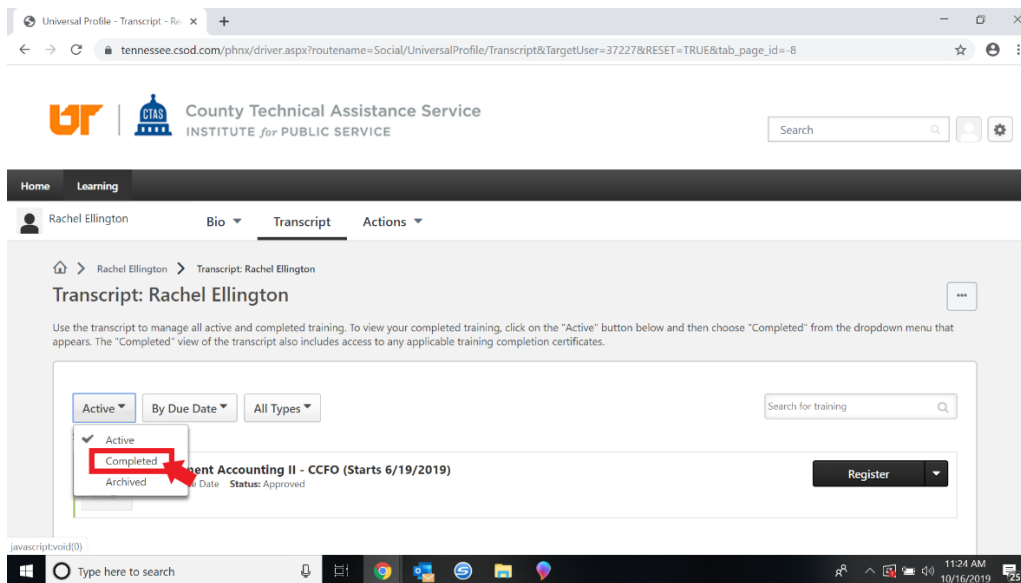
Before beginning the process to apply for your CCFO Certificate on the Comptroller's website, you must log in to your CTAS K@te account, ensure you have completed (and passed) all 11 CCFO courses, and download your completion certificates. Save your certificates to a central location, as you will need to upload all 11 certificates in the application process.

Step 1: Login to your K@te account at <https://kate.tennessee.edu/>

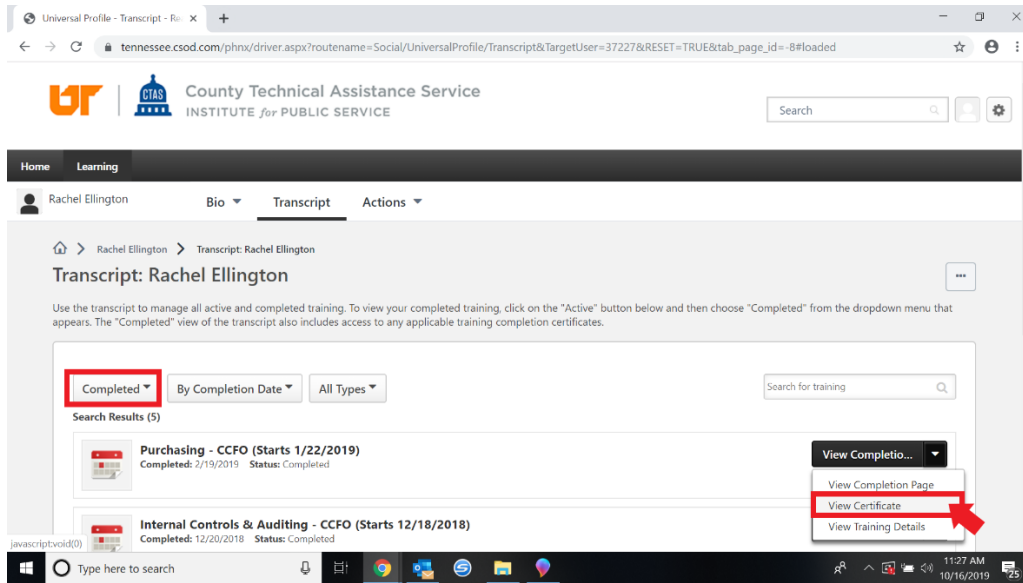
Step 2: Select "My Training" on the left side of your home K@te home screen.



Step 3: Select "Completed" in the course status drop-down box on your Transcript screen.



Step 4: In the black drop-down box for each course, select “View Certificate.”



Step 5: Download each certificate and save it to your files. You will upload each PDF to your account on the Comptroller’s CCFO website when you apply for your official CCFO certificate.

