Department of Commerce & Insurance

# Print Certificate Visual Guide

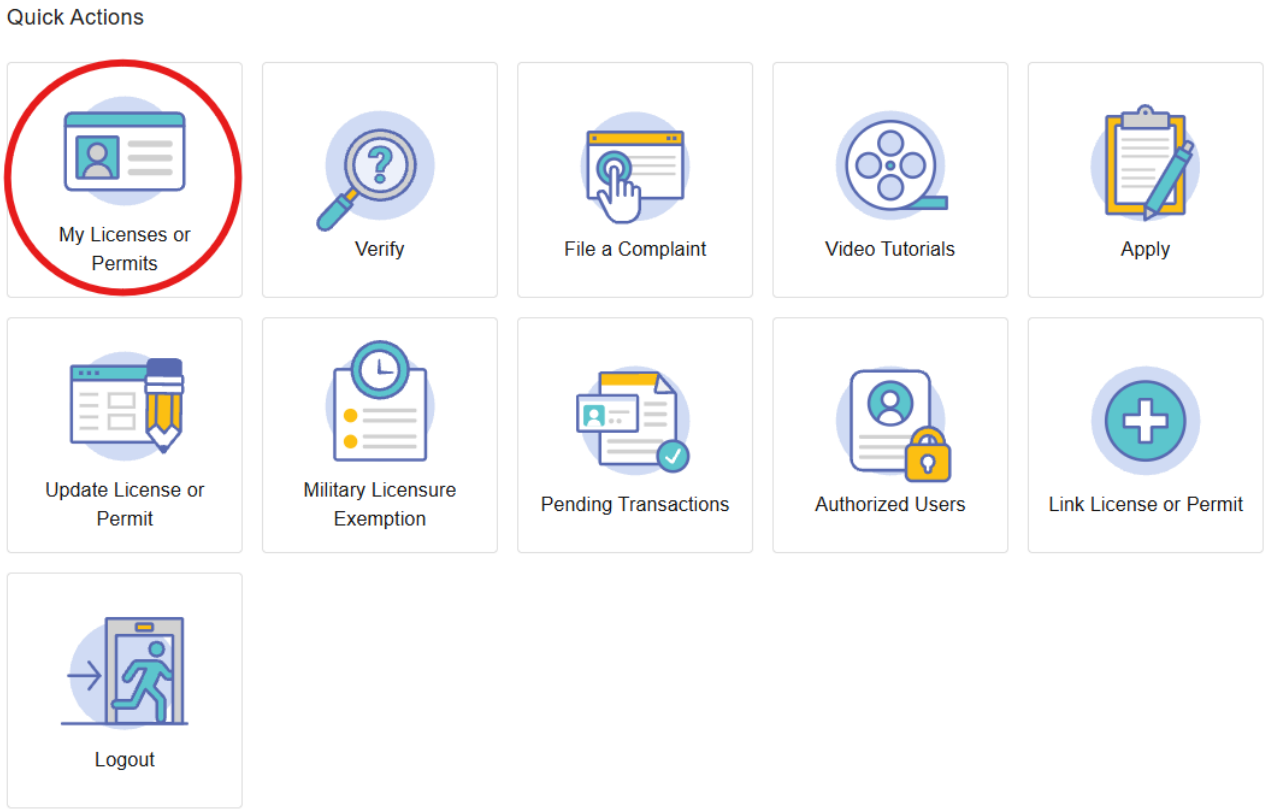
How to print your license in CORE.

# Print License Certificates Available in CORE

- Accountancy
  - Accounting Firm
  - Certified Public Accountant (CPA)
  - Public Accountant (PA)
- Architects, Engineers, & Land Surveyors
  - Architect
  - Engineer
  - Interior Designer
  - Land Surveyor
  - Land Surveyor Course
  - Land Surveyor Course Provider
  - Landscape Architect
- Athletic Commission (TAC)
  - Event Permit
  - TN Athletic Commission
- Auctioneers
  - Principal/Affiliate Auctioneer
  - Public Automobile Auction
- Bondsmen & Bail Companies
  - Bond Company
  - Bondsman
- Collections
- Contractors
  - Contractors
  - Home Improvement
  - Limited Licensed Electrician (LLE)
  - Limited Licensed Plumber (LLP)
  - Pre-Licensing Course Provider
- Court Reporting
- Debt Management, Debt Resolution, & Credit Services
- Funeral Directors, Embalmers, & Bural Services
  - Cemetery
  - Embalmer
  - Establishment
  - Funeral Director
  - Preneed Sales Agent
  - Preneed Seller
  - Removal Service Registration
  - Student
- Geologists
- Home Inspectors
  - Home Inspector
  - Home Inspector Course
- Motor Vehicle
  - Dismantler/Recycler
  - Manufacturer/Distributor
  - Motor Vehicle Auction
  - Recreational Vehicle Manufacturer/Distributor
  - Representative
- Private Investigation Training Company
- Private Probation Company
- Real Estate Appraisers (TREAC)
  - Appraisal Management Company
  - Appraiser Temporary Practice
  - Real Estate Appraiser
  - TREAC Training Course
  - TREAC Training Course Provider
- Real Estate (TREC)
  - Acquisition Agent
  - Affiliate Broker/Broker
  - Real Estate Firm
  - Course Instructor
  - Vacation Lodging Service (VLS)
  - VLS Designated Agent
- Scrap Metal
  - Scrap Metal Dealer
  - Scrap Metal Location

# My Licenses or Permits

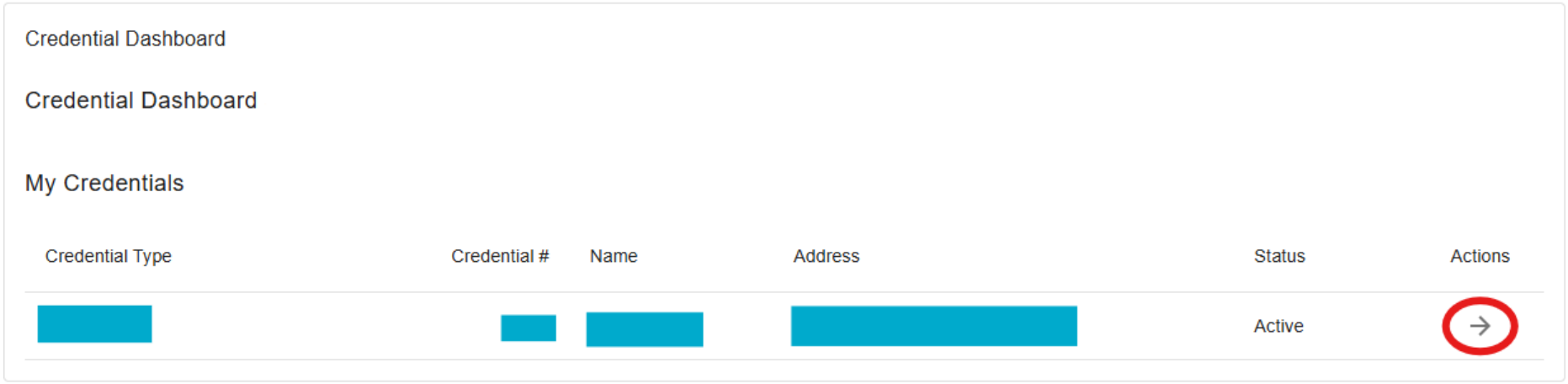
Once you have logged into your CORE account, select the "**My Licenses or Permits**" tile in the "**Quick Actions**" menu.



# My Credentials

On the "**My Credentials**" page, you should see your license type, license number, your name, your address, the status of your license, and an arrow under "**Actions**".

Click the arrow under "**Actions**".

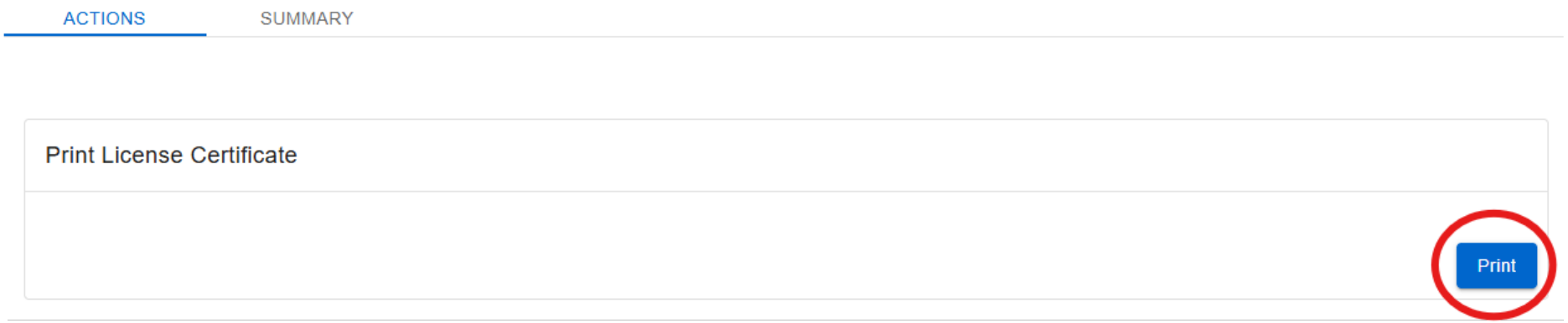


# Print License Certificate

The following page will have a different number of available actions/applications depending on your license type.

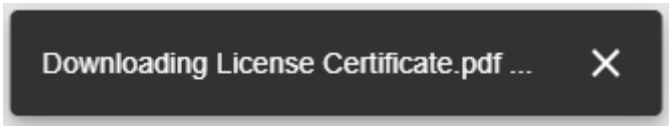
Scroll down until you find the "**Print License Certificate**" option.

Click on the "**Print**" button in the bottom right-hand corner of the "**Print License Certification**" option.



# Downloading

- Once you have clicked on the "**Print**" button, you should see a message at the bottom of the screen that says, "**Downloading License Certificate.pdf**".




- Depending on your browser, you will find your certificate in the downloads which you can access directly from your browser.



Google Chrome

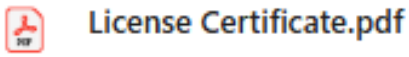


Microsoft Edge



Mozilla Firefox

- Your downloaded license will save as "**License Certificate.pdf**".



# Things to Know

- Remember, you can download your license certificate whenever you need.
- The license certificate will have all the same information as the hard copy license, but it will be in black and white.
- If you have any issues, you can contact us through the Ask Tennessee Department of Commerce & Insurance page, which can be located at the bottom of any Regulatory Boards – Main page, or by emailing your individual board's email address.

