ONLINE COURSE INSTRUCTIONS

- **To start your online course, log into our website, go to your profile, then courses**
- **Read Course Material**
- **Select "Mark This Unit Complete"**
- **Proceed to Quiz**
- **Start Quiz**
- **Submit Quiz (**If you live in a state where a proctor or monitor is required, you must submit proctor information. This is done through a quiz. It should be completed by your proctor. It is asking for proctor information such as name, address, test location etc.).
- **PASSING GRADE FOR ONLINE QUIZ IS 70%**
- **If you passed your exam, click anywhere outside the test page. That will allow you to select FINISH COURSE and get your certificate of completion. (Note: You do not have to re-take quiz if you received a 70% or better). IF YOU DID NOT PASS THE EXAM, YOU CAN TAKE THE EXAM 3 MORE TIMES AT NO CHARGE. TO DO THIS, SELECT THE "RE-TAKE EXAM" BUTTON.**
- Upon successfully completing the course and exam, you will then be able to view and print your certificate of completion for your records. Your hours will be electronically submitted to your insurance regulatory agency (where applicable) within 3 business days from the completion date.

  NOTE: This course will expire in 6 months from date of purchase. Please make sure to complete the course and take the exam prior to the expiration date to receive credit. Otherwise, the course will expire and you will have to purchase it again.