





Request Credit for eCourse

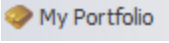
To receive credit for this course, please follow the instructions below.

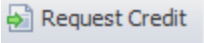
1. Make sure all Chapters have been completed.

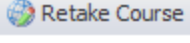
2. You will see  next to the chapters that are complete. You cannot request credit

if any chapters have not been completed and appear with  or 

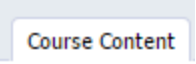
3. If courses appear with , click  and then click the  in the upper right corner of the window to move through the chapter sections.

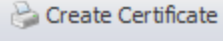
4. You will see the following message - **You have reached the end of the chapter**. Close the window and return to .

5. Click on the e-course you have completed, then click the  button above the course title.

6. If you did not pass the assessment, you will be denied credit and you will need to click the  button.

7. If you passed the assessment, click on  and then choose the e-course name that you have completed.

8. Then click  to complete the survey.

9. Once the survey is complete, you will have a  button. You do not have to print a certificate, but you can.