



## Self-Study Course Instructions

**Step 1:** Click "Take Course" or Start/Resume Course" to begin the CPD Course.

**Step 2:** Read through the course overview and instructions.

**Step 3:** Read through the Reflection Tool.

**Step 4:** The PDF of the activity will be linked on the following page. See the instructions below to download a copy of the PDF. If you purchased a hardcopy version of the activity, it will be mailed to you. *Please note: You will need to complete the activity's examination in the hardcopy version of the course. The examination will not appear in the activity on the Wolf Rinke Associates website.*

**Step 5:** Click the radio button next to the Examination Attestation Statement to confirm that you completed the examination with a score of 80% or higher. Then click "Submit" at the bottom of the page.

**Step 5:** Complete the activity evaluation to obtain and download the certificate of completion.

### Download the PDF of the activity:

**Internet Explorer and Firefox:** A dialogue box will open asking if you want to "open" or "save" the file. (You may not see this dialogue box if you have pop-ups disabled.) Click "Save" to save the certificate PDF to your downloads folder. Click "Open" to immediately access and print your certificate. You can then save a copy to the location of your choice by clicking on "File" and then "Save As" or "Save a Copy."

**Google Chrome:** Your download will appear at the very bottom of your screen which you can open to print and/or save a copy to the location of your choice. A copy will also be located in your downloads folder.

**Safari:** Your downloads folder should automatically open, and you can select your certificate PDF. If your downloads folder does not automatically open, you can locate the folder and then select the PDF to print and/or save to a new location.

### How to Resume a Partially Completed Course

Activities do not need to be completed in one sitting. You can access your course(s) at any time prior to their expiration date in the "My Courses" section of your account, which appears in the top right-hand menu. Select the course from your list of pending activities, then click "Take Course" and "Resume Course" to pick up where you left off.

### How to Access Certificates of Completion

A transcript of your activity history and certificates are maintained in your account and can be accessed and reprinted anytime from any computer.

**Step 1:** Log in to your account.

**Step 2:** Click on the "My Account" section on the main page or in the top right-hand menu.

**Step 3:** Select "My Activities" to view a list of all activities that you have completed.

**Step 4:** To download your full transcript, click on the "Download PDF" icon located on the upper right-hand side of the page.

Questions? Contact us at [wra@gvpub.com](mailto:wra@gvpub.com) for help!