



To Complete Courses

- **Update your student profile to insure your name and contact information are correct** (*"edit profile" link in upper left corner*)
 - **If you are a NEHA Member**, by including your NEHA Member Number, your course credits will be sent directly to NEHA on a regular basis.
- **Review and Acknowledge the *Copyright, Terms of Use, and Conditions***
- **View the Presentation** (via CD ROM or streaming where available)
 - For your reference, you may also download a "pdf" copy of the PowerPoint Presentation
- **Complete Online Quiz**
 - The quizzes are not timed and you may attempt them as many times as you like.
- **Complete Evaluation**
- **Download Course Certificate**

If you have any questions or difficulties in completing the course due to technical issues, contact NEHA CERT:

By email: techsupport@nehacert.org

By phone: 719-477-1714
(*Mon - Fri 8:00AM – 5:00PM, Mountain Time*)