



## Accessing an Online Home Study Course is as easy as 1, 2, 3

To access your Online Home Study Course, please follow the instructions below:

If you have registered for a LIVE Seminar, the instructions below were included in your initial class registration email.

**STEP 1).** On the top of [www.PremierContinuingEducation.com](http://www.PremierContinuingEducation.com) website Home page: Click on the “HOME STUDY” tab. Select the State you are licensed in.

You are now on the WELCOME MESSAGE THERAPIST Page: Hover over the text of the first box: Online Home Study Package for (your state) click on the text or the price.

You are now on the HOME STUDY PKG Page: You should have 1pkg in your cart. Click “ADD TO CART”.

You are now on the SHOPPING CART Page: If you have received a coupon code, enter the coupon code in the grey box that reads “COUPON CODE”.

Click: “APPLY COUPON”.

***NOTE: The coupon code ONLY applies to the “Home Study Package” in your State and was emailed to you when you registered for your LIVE Seminar.***

Click: “PROCEED TO CHECKOUT”.

You are now on the BILLING DETAILS Page: You must fill out ALL the required \* information and create a username and password.

Note: Please write down the username and password you create, you will need this information later to log back in to your account to take the Online Test.

Click: "PLACE ORDER".

**STEP 2).** At the completion of the checkout process, you will receive an “ORDER DETAILS” page/message. You have 2 options:

**Option #1.** “Download Study Guide”. This is a pdf file that you may download and print to read “In Hand” (If you feel you need to read and study the course content DO THIS FIRST).

(NOTE: The course content is also included and available to read if you choose to select Option #2).

**Option #2.** “Take this Course and Exam Online”. (DO THIS SECOND after you have studied the content).



After studying the content and you are now ready to take the Online Test.

**STEP 3).** Go to the top of the Home Page, Log in with the USER NAME and PASSWORD you created.

(NOTE: The username and password ARE case sensitive)

Click on "STUDY GUIDES". Click on "Take this Course and Exam Online" and then on the first course. This will take you to the online version of the first lesson of the Home Study material. Scroll to the bottom.

Click on the course title.

Click "START EXAM".

After completing an exam, it is important to remember to click the box at the bottom of each exam that reads "FINISH EXAM" otherwise your exam will not be graded and you will not receive a Certificate!

Upon successful completion and passing of every section of the Online Test (passing grade of 70% or better) you will receive GREEN BOXES with WHITE Check Marks after each exam.

Congratulations - Your "Certificate of Achievement" will then be generated automatically!

If your Certificate of Achievement is not generated, please go back and confirm that you have completed each section of the test and clicked the box that reads "FINISH EXAM".

If there are GREEN BOXES with a WHITE check-mark, then you have completed and passed that section.

If there is NOT a GREEN BOX with a WHITE check mark next to a section, you either did not pass and will need to retake that section of the test or you did not check the box that reads "FINISH EXAM".

All online exams **MUST BE COMPLETED** by the State Renewal Deadline.

If you have any further questions, please contact the office at 732-319-6266.