

## INSTRUCTIONS FOR COMPLETING COURSES

Thank you for selecting this course. Along with the webinar access on the web, included are: a summary sheet with links to references, a quiz, and a course evaluation form.

You may wish to download and print the summary sheet, the quiz, and the course evaluation form for your records. You may also wish to keep the quiz handy as you take the course.

You may start the course at any time. If you do not complete the course in the first sitting, you may restart it again and advance to the location where you previously stopped. You have up to two calendar months to complete the course, after which your access to the link will no longer be functional.

Upon completion of the course, the person taking the course must complete and submit the quiz and score at least 80% to get credit for the course. The person also is encouraged to submit a course evaluation form to assist in making improvements to subsequent versions of the course.

Upon completion of the webinar and submission and passing of the quiz, a certificate acknowledging completion of the course will be sent to the individual.

Persons not wishing to complete the course may, within 30 days, submit a request through e-mail to cancel the course. A refund of the course payment, minus 10%, will be issued.

For questions or problems, contact  
**Lauraine Howe, Exec. Adm.**  
**Indiana Society of Professional Engineers**  
**Phone: (317) 255-2267**  
**E-mail: [indspe@gmail.com](mailto:indspe@gmail.com)**