



Instructions for Answer Sheet Only Format:

- IMPORTANT CHANGES

There have been some important changes to how our Answer Sheet formats are delivered to you and processed for grading.

These changes were made for several reasons including:

1. Over the years, we've experienced ongoing problems with delivery of some Answer Sheets, through the USPS, of either damaged envelopes arriving or envelopes not arriving at all. Since it's very important that you receive your Answer Sheets in a timely fashion, we have changed how they are delivered.

Starting in May 2019, Answer Sheets can be printed immediately after purchase by visiting your My Courses link in your logged in menu – additional details below. This change also allows you to reprint them in the event that you lose them or make an error.

2. Timely reporting of results to the appropriate agencies, including CE Broker, and yourself, are important. Changing the way your Answer Sheets are returned to our office expedites the processing and reporting of those credits, for that reason Answer Sheets can no longer be mailed back to our office – more details below.

- PRINTING YOUR ANSWER SHEETS

Answer Sheets are available immediately after purchase and must be printed **by you**, as we will no longer be mailing them as explained above. The only **EXCEPTION** to this is if you have also ordered a Printed Book **at the same time** (which is mailed to you), we will print and mail the Answer Sheets along with the Printed Book.

If you are ordering the Answer Sheet Only format alone, **YOU** will print out the sheets.



PRINTING YOUR ANSWER SHEETS:

Answer Sheet Only format options can be printed **IMMEDIATELY** by logging into your profile and visiting your "My Courses" list. Locate the Answer Sheet you would like to print and click on the "Print Answer Sheet" link. **EXAMPLE BELOW:**

- LAB COMBOS			
Course Title	Hrs	Level	
Laboratory Combo-19 PART I - Answer Sheet Only - Homestudy Print Answer Sheet Upload Answer Sheet	12.5	Intermediate	
Laboratory Combo-19 PART II - Answer Sheet Only - Homestudy Print Answer Sheet Upload Answer Sheet	12.5	Intermediate	

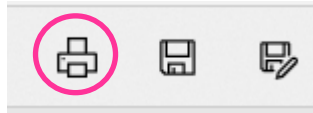
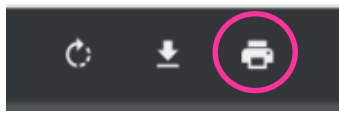


Click on this link to print your Answer Sheet.

PLEASE NOTE: You can reprint your Answer Sheets as many times as needed until you submit them for grading and they are processed. This safeguards you from having to request a new Answer Sheet from our office if you make an error or lose your sheet.

PRINTING: Once you click on the link as shown above, it will open as a PDF file on your computer either as a new tab or as a separate window. The controls to print the PDF are typically located in the upper right or lower right corner of the page. Once you locate it, you will click the printer icon to select the printer you would like to send it to.

EXAMPLES OF
WHERE TO
FIND PRINT
FUNCTION



Most devices have 3 dots or similar in the upper right corner. Click dots, then find and click 'Print'.

As an alternative, you can also right click on the document and select Print to open the print command box.

- RETURNING YOUR COMPLETED ANSWER SHEETS

Answer Sheets **MUST** be returned to our office either by Fax or Uploaded directly into your profile – **NO MAILING**.

See the instructions below to decide how you would like to return them to our office.

IMPORTANT: Allow 2 full business days for processing your returned Answer Sheets. After that time, please go to your profile and click on “Course History”. You will see a column on the far right labelled “Certificate”. Click on the “Take Eval” link to take the course evaluation. After completion, the link will change to “Print”. Click on the “Print” link to print your Certificate of Completion.

****** If you do not see your completed course in your History by the 3rd business day, please resend. ******



FAXING YOUR ANSWER SHEETS:

When Faxing your Answer Sheets, it's **IMPORTANT** to add a cover sheet with:

- Full Name
- Phone #
- License #

**FAX ANSWER SHEETS TO:
561-775-4948**



UPLOADING YOUR ANSWER SHEETS:

As an alternative to faxing, you may also upload a copy of your Answer Sheet directly into your profile. PDF or Image files are acceptable. Image files must be JPG, GIF, or PNG file formats. You may create an image file by taking a photo or screenshot on your phone.

- LAB COMBOS			
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Laboratory Combo-19 PART II - Answer Sheet Only - Homestudy Print Answer Sheet Upload Answer Sheet	12.5	Intermediate	

Click this link to Upload your Answer Sheets.