

TRAINING / EDUCATION PROGRAM INFORMATION

Meets annual education requirements for accreditation organizations.
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The organization will receive a copy of the Training / Education Booklet as a PDF file to save to their computer.

Each employee should be emailed a copy of the Training / Education PDF file to study.

After studying, the employee must complete the posttest online. The website address for the test will be provided.

The access code for the test will be provided

When the employee accesses the website enter the access code and type in their **Full Name (First & Last) with Company Name, for example John Wayne - ABC DME Company.**

After taking the test, print the results and provide the document to the organization's Training Coordinator or email the PDF file to the Training Coordinator. DO NOT share the test or test results with others. The passing score is 76% (19 correct answers). The employee is allowed to take the test again if they do not pass.

After all employees at the company have taken and passed the test, certificates of completion will be emailed to the organization's Training Coordinator. The certificates of completion are to be filed along with the posttest in the company's Training / Education Notebook or electronic Training / Education Folder.