

## HOW EACH OPTION WORKS

### **E-BOOK (By Email)**

1. Click on the **Blue** color Link to take the course by E-book.
2. Register and make payment.
3. Your E-book is then emailed to you. (Please note that if you do not receive your E-Book by email within 30 minutes please check your spam or trash folder).
4. Your E-book will consist of 8 different segments in which you may read at your own pace. (20 different segments for all Amnesty Programs)
5. The Reading material is **NOT** timed. (No timer for course reading material)
6. After you read the course you will be given step by step instructions on how to complete the test.
7. Pass each test segment with 75%.
8. Print your Certificate.
9. The cost is more because the E book is manually emailed to you. You can move through the class at a much much faster pace plus the course material is not timed.

### **INTERNET**

1. Click on the **Red** color link to register for the Online class.
2. Register and make payment.
3. Log into your student panel.
4. The course is a timed and has 8 different one hour segments. (20 different segments for all Amnesty Programs) The timer must count down to zero before your test becomes available.
5. After you pass the test with 75% you can move to your next segment.
6. Print your Certificate.
7. We will submit your hours to the Ohio State Board.
8. You may come and go as you please. You do not have to complete the entire course at one time.
9. We give you 90 days to complete the course.

### **BY MAIL**

1. Click on the **Green** color link to have your course Mailed to you.
2. We will custom make your package and mail it to you.
3. You must sign for your course package.
4. You will mail your test back to the testing department.
5. We will check your test. If you pass the test with 75% we will Mail or Email you your certificate.
6. If you fail the test you will be given the opportunity to retake the test free of charge.
7. We will submit your hours to the State Board
8. The Ohio state board no longer allows us to mail out booklets or pamphlets
9. The course material is the equivalent of taking the class onsite. You will just be completing this course from the comfort of your home and we give you 90 days to complete.