



## Self-Study Course Instructions

**Step 1:** Click “Start/Resume Course” to begin the CPD Course.

**Step 2:** Read through the CPD Course Content. A printable PDF version is available for your convenience. *Please note: If you choose to print the course PDF, you still need to complete the online steps in these instructions in order to obtain credit.*

**Step 3:** Click “Next” at the bottom of the Course Content page.

**Step 4:** Complete a brief evaluation of the course so that we can best meet your CPD needs. Click “Submit” when you have completed the evaluation.

**Step 5:** Click “Next” and click on the “download certificate” link to save and/or print a copy for your records.

**Internet Explorer and Firefox:** A dialogue box will open asking if you want to “open” or “save” the file. (You may not see this dialogue box if you have pop-ups disabled.) Click “Save” to save the certificate PDF to your downloads folder. Click “Open” to immediately access and print your certificate. You can then save a copy to the location of your choice by clicking on “File” and then “Save As” or “Save a Copy.”

**Google Chrome:** Your download will appear at the very bottom of your screen which you can open to print and/or save a copy to the location of your choice. A copy will also be located in your downloads folder.

**Safari:** Your downloads folder should automatically open, and you can select your certificate PDF. If your downloads folder does not automatically open, you can locate the folder and then select the PDF to print and/or save to a new location.

## How to Resume a Partially Completed Course

Online CPD courses do not need to be completed in one sitting. You can access your courses at any time prior to their expiration date in the “My Courses” section. Select the course from your list of pending activities, then click “Take Course” and “Resume Course” to pick up where you left off.

## How to Access CPD Certificates

A transcript of your course history and certificates are maintained in your account and can be conveniently accessed and reprinted anytime from any computer.

**Step 1:** Log in to your account.

**Step 2:** Click on the “My Account” section.

**Step 3:** Select “My Activities” to view a list of all courses that you have completed.

**Step 4:** To download your full transcript, click on the “Download PDF” icon located on the upper right-hand side of the page.

Questions? Contact us at [ce@gvpub.com](mailto:ce@gvpub.com) for help!