Mike Holt's Online Course Printable Guide

How your Course Works

Course Buttons

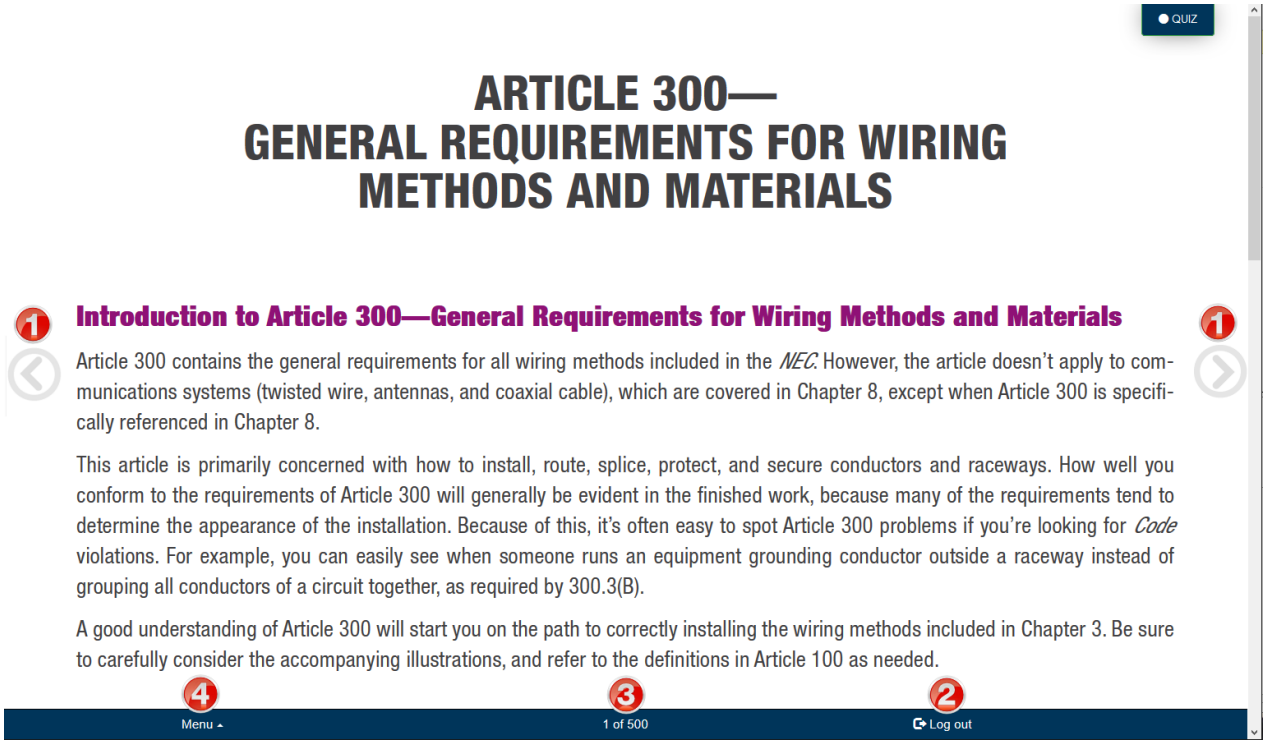
1 Navigation
Navigate through the course by hitting the arrows on either side of the course screen

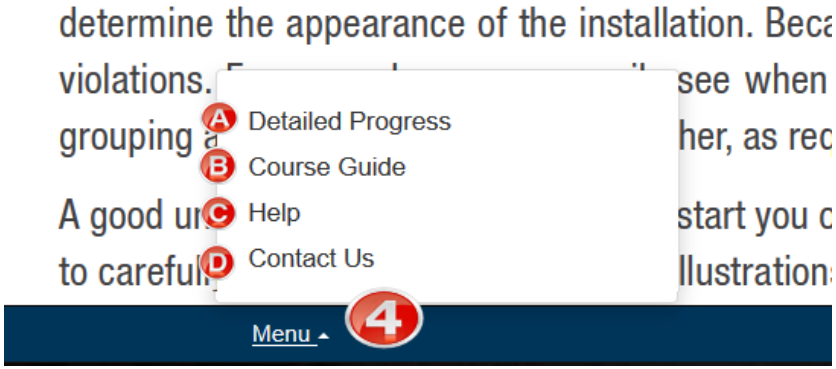
2 Save &Logout
All course progress will be saved. Progress is saved automatically every 5 minutes

3 Page Count/Progress
Showing number of pages completed and number of pages remaining

4 Menu *(Course Info)*
Opens more options for course, explained below:

- **A Detailed Progress**
  Shows Chapters & Sections of your course & what has been completed and what's remaining
- **B Course Guide**
  A document to explaining how the course works
- **C Help**
  The online course FAQs
- **D Contact Us**
  Opens a form to email our staff





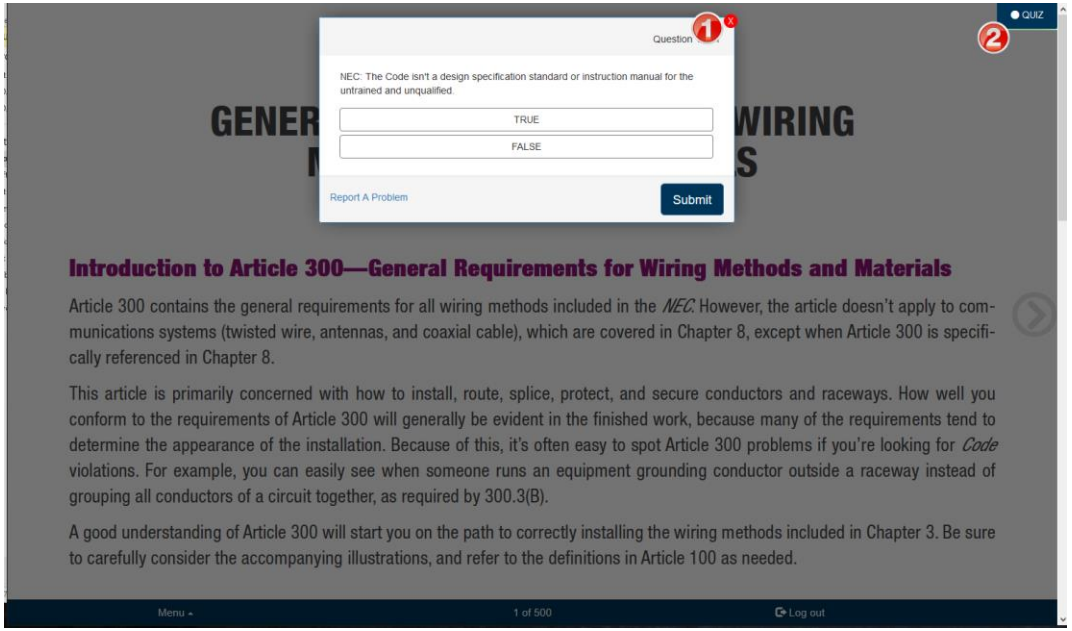
Contact Us:
www.mikeholt.com/ceu | 888-632-2633 | ceuonline@mikeholt.com

Questions & Quizzes

- **Page Questions**
  As you navigate through the course pages, questions will automatically pop up. You have 2 CHANCES to answer each question correctly.
    - **To review material before answering question**
      1. You can close the question box by clicking the (x) at top right corner
      2. Reopen the question by clicking the "quiz" button at top right corner

- **Final Quiz**

You may have a final exam at the end. This will be a random exam with questions from your course. This allows us to be approved in state you hold licenses in.



Is there a passing score? Yes, you will need an overall score of 75% or better to pass a course.

Your certificate is available immediately after you finish your course by downloading it from the online classroom. Instructions on next page.

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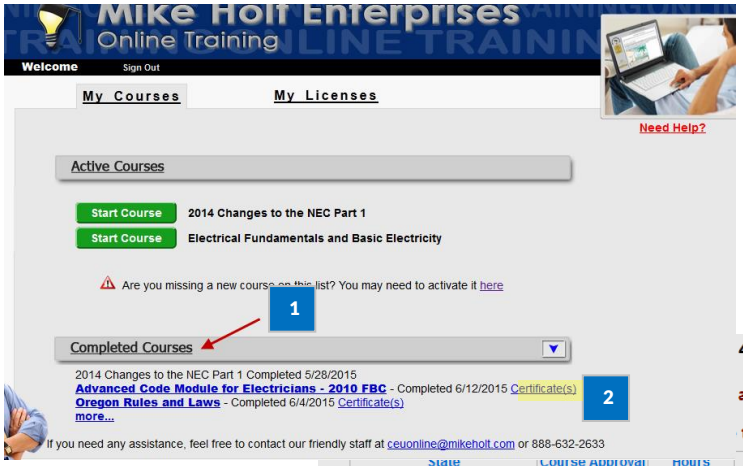
Your CE Certificate(s)

How to Download Certificates:

Log into the online classroom: www.mikeholt.com/classroom

1. Find your 'Completed Courses' once logged in.
2. Click on 'certificates' next to the course you need your certificate for.
3. Then click 'Download Certificate' that will open into a PDF to save or print.



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