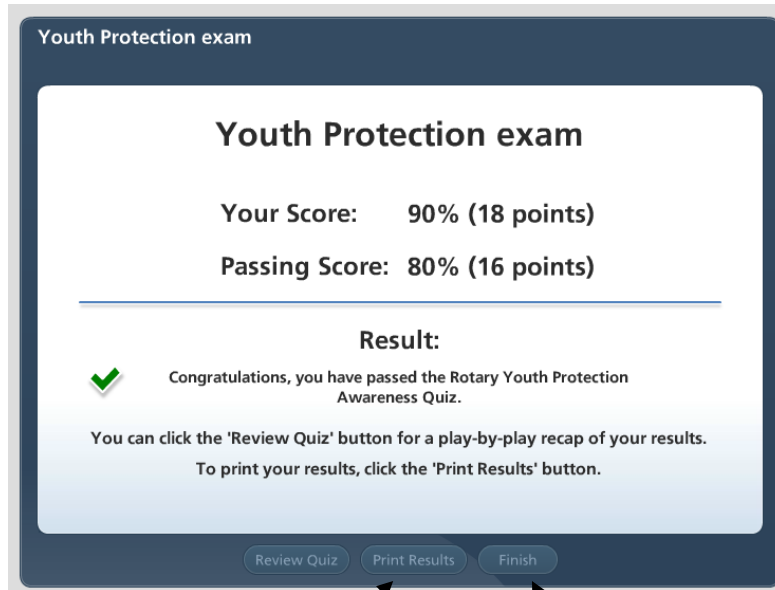


Youth Protection online training course (both Awareness and Certification)

Instructions to be sure your results get recorded

When you complete the online Youth Protection Awareness or Certification course and get your exam results, you should see a screen like this:



Step 1: Click the Print Results button, type in your name and click OK.

You should get a new webpage with your results. Save this as a file for future verification if necessary.

At the bottom you should see three buttons
Review Quiz Print Results Finish

Step 2: Go back to the exam results page and click the Finish button. This sends your results so that our records show you completed the course and passed the exam. *NOTE: If you no longer see a Finish button, but see a Submit button instead, click Submit. Don't worry about the change in the results, that will not be recorded or affect your original results.*

Contact Bonnie Best at bbest4u@gmail.com if you need assistance.