Instructions for Educators

Information to share with students

1. Inform your students that they must have an APTA account, member or non-member, to register for the course modules. Directions for students to confirm or create their account are available on the [Risk Management Toolkit web page](#).
2. Once students have an APTA account they must log into the [APTA Learning Center](#) to activate that account and register for the [course](#).
3. At the conclusion of each of the four modules, students will receive a certificate indicating they have passed the module exam with a score of at least 70%. Students will be able to download the certificate as a PDF or print it.

   o Note: Students will have three attempts per module and must earn a score of at least 70% to pass the exam and complete the course. All course components must be completed in order.

4. You will need to request that your students provide you with their four completion certificates at the end of the course to confirm that they met the above score requirements.

APTA's Career Advancement team is here to help with any questions you may have. For member account and login issues, please email MemberSuccess@apta.org.