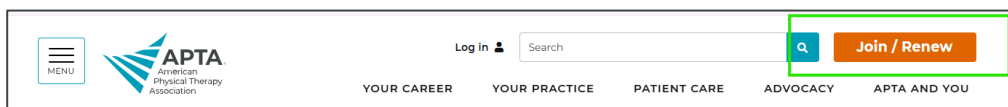# Instructions for Students

Follow these three simple steps to register for the Risk Management Toolkit modules.

Step 1 – Create an APTA Account

To access the four modules within the APTA Learning Center you will need to have an APTA account if you do not already have one. If you do not have an APTA account, you will need to create a non-member account.

To get started, visit www.apta.org and click "Join/Renew."
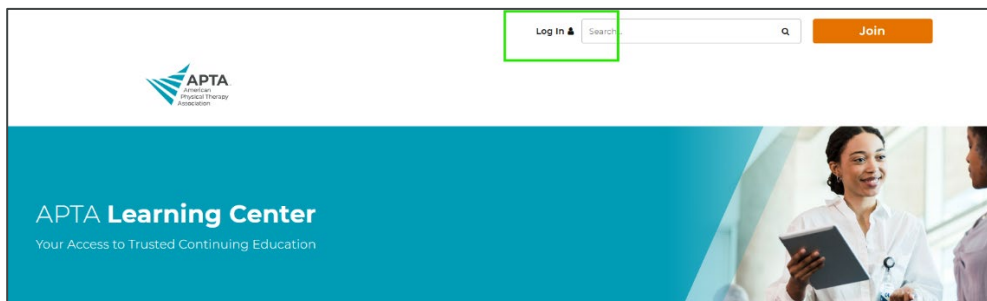

On the next page, click "Create a free account."

When creating your account please use your .edu email address.

Step 2 – Activate Your Account

Once you have created an account, you **must** log into the APTA Learning Center to activate your account. If the created account has not been activated, you will **not be able to** register for the course.

Step 3 – Register for the Course

While logged into the APTA Learning Center, go to the PT Educator Risk Management Toolkit Course and register

What Happens Next?

- You will receive an email confirmation from the APTA Learning Center with instructions on how to access the four modules.

- Your professor/educator should communicate the dates during which you should access and complete the course modules.

- Following the completion of each module, you will receive a certificate of completion, which can be downloaded as a PDF or printed. (Note: You may access your certificates at a later date by navigating to "CEU Certificates/Transcripts" in your Learning Center dashboard.

  - 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.

- After the conclusion of all four course modules (at your professor/educator's chosen end date), you may be required to provide the four completion certificates to indicate that you 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.