Instructions for Educators

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

Step 1: Ensure Students Have an APTA Account

Inform your students that they must have an APTA account to become registered for the course modules. Directions for students to confirm their account are available on the Risk Management Toolkit webpage labeled "Instructions for Students."
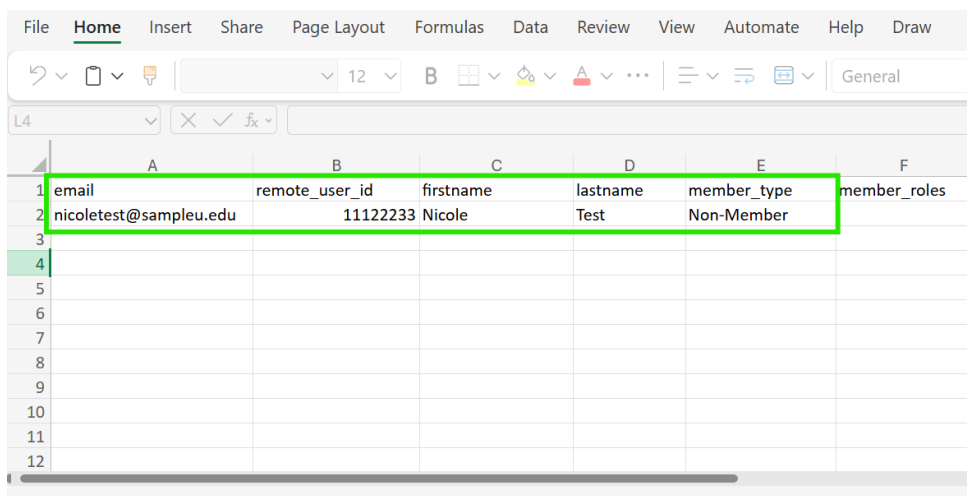
Step 2: Collect Student Registration Details

Once your students have confirmed their account status, they will need to provide you with the following details:

- Their APTA ID number
  - Their first and last name
- Their ".edu" email address correlating to their active APTA account
  - Their APTA member status ("Student" or "Nonmember")

Step 3: Complete and Email the Registration Import Template

Once you've received these details from your students, download and fill out columns A, B, C, D, and E in the "Registration Import Template" available on the Risk Management Toolkit webpage (see example below).

Once you've completed the required columns, email Career Advancement and include the completed Registration Import Template as an attachment and the dates to assign the course to begin and end.

What Happens Next?

- Your students will receive an email confirmation that they have been registered, along with instructions on how to access the modules.

- After the conclusion of each of the four modules, students should 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.

  - 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.

- 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, contact Member Success.