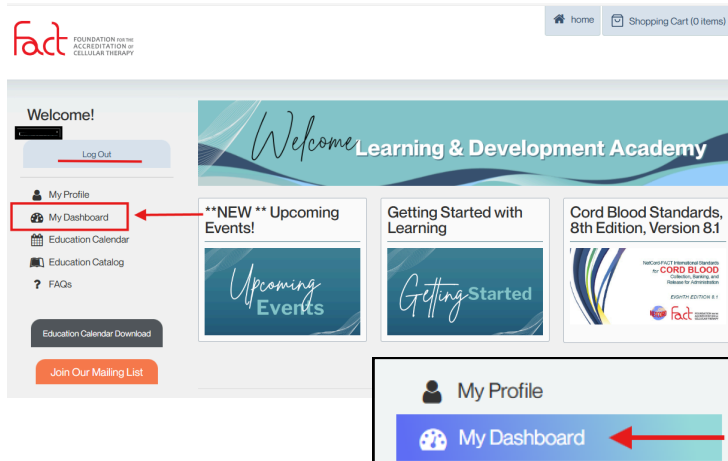


HOW DO I...

COMPLETE REMAINING TRAINING, EVALUATION, & OBTAIN A CREDIT CERTIFICATE

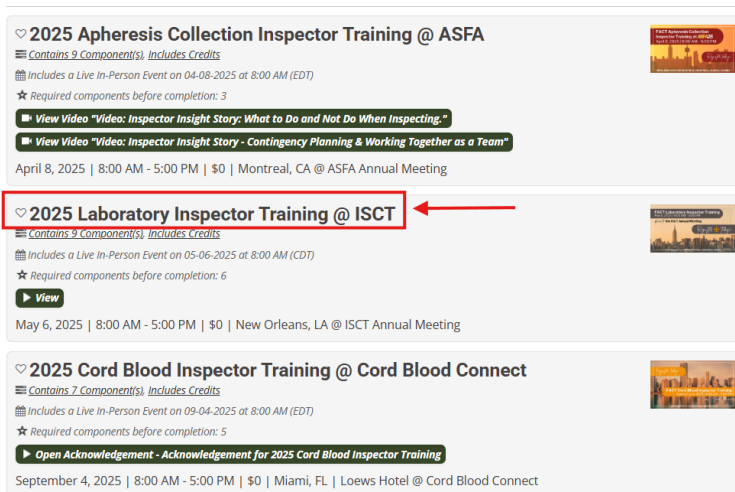
1



- Use your browser to navigate to **<https://learn.factglobal.org>**.
- Make sure you are logged in to the system. Use the same email and password to register for training. If you create a new profile, you will not see your registration or previously purchased products.
- **Click on My Dashboard**

2

Upcoming Live Events



- On the My Dashboard page, locate the event you are looking for and click on the link.
- You can also print a receipt from this page by clicking "Resend Receipt." This does not apply to free events.

3

- The event page will have all the modules for courses.
- If it is a live event, be sure to check if there are any prerequisite requirements before attending. (For example, *Inspector training has 3 prerequisite requirements.*)
- Each section is locked until the previous section is complete.

4

- Your attendance at training will be documented by FACT.
- After training, return to your dashboard, following these instructions to complete the final components.

5

- Click on the Evaluation module as soon as you see it is open (not locked) to complete the evaluation.
- Once the evaluation is complete, the certificate will automatically appear. For credit certificates, be prepared with your NPI #.



For questions regarding requirements, please email inspectors@factglobal.org

If you have technical difficulties, please contact our IT department, Lutz Technology, at help@lutz.us or call 402-514-0000.