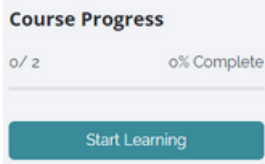


How to Complete a Training and Request a CA CLE Certificate

1



Start training

Go to the training course page and select the "Start Learning" button.

2



Watch video

Tip: You can adjust the playback speed.

3



Complete quiz (if avail.)

Trainings may include a quiz to check your understanding after the video. The score is for your use only, and there is no required passing score.

Where is it? Access the quiz in the left-hand menu.

4

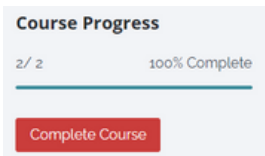
MY COURSES LOGOUT



Return to training course page

You must complete the training video and quiz (if avail.). To return to the training course page, select the "X" button at the top right corner of the window.

5



Complete training

Select the "Complete Course" button.

Troubleshooting: If you see instead "Continue Learning," confirm that you have completed the video and quiz (if avail.) as shown in Step 3.

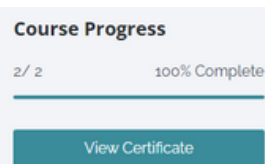
6



Complete survey and evaluation

Please rate the quality of the training in the pop-up window. Your feedback will not impact access to CLE credit; it is only for internal PBTI purposes.

7



View certificate of completion

Select the "View Certificate" button to view your California Self-Study CLE certificate.

Tip: Under the "My Courses" tab, you can view your certificates of completion for all completed trainings.