



## Lessons in Professional Liability

### HYBRID E-LEARNING PROGRAM INSTRUCTIONS

Thank you for participating in this hybrid e-learning program, which combines the off-line review of course materials with an online chapter recap and test. Please follow these steps to complete the program:

### DOWNLOAD

1. Click on the “ATTACHMENTS” tab in the upper right-hand corner of the course screen.
2. Click on the textbook link for *Lessons in Professional Liability*, which will open as a PDF.
3. Save the *Lessons* PDF to your computer. The document is setup in a single column and can easily be read on screen. You can print the entire textbook, but be cautioned that it is over 150 pages long.
4. After you’ve downloaded/printed the *Lessons* PDF, click “OK” to close the “ATTACHMENTS” section, and click the play button at the bottom-center of the screen when you are ready to continue.

### STUDY

5. Read the textbook, *Lessons in Professional Liability*.

***This distance-learning education program is registered for learning units based on the average time it takes to read the textbook. By taking the exam, you will be attesting that you have read the material to qualify for 4 AIA/CES Learning Units or 4 Professional Development Hours.***

We recommend that you break up your reading into small increments. Over the next 30 days, schedule small blocks of time so that you can read a chapter at each sitting. There’s a short introduction and seven chapters that average less than 20 pages each. [Please note that you may need to complete the program more quickly, depending upon your firm’s due date for education premium credit. Check with your firm’s administrator for direction.]

### RETURN TO LMS & RESUME E-LEARNING COURSE

6. After you are comfortable that you understand the material, return to the LMS, log in and click on the “PORTFOLIO” tab on the top navigation bar.
7. Launch the course “Lessons in Professional Liability.”

8. Click “YES” when prompted “Would you like to resume your presentation where you left off?” This will return you to the beginning of the last frame you viewed.
9. When you return to the presentation, you will go through a quick review of the key points of each chapter, followed by the program test.

### TAKE TEST

10. The test will launch automatically. Here are test-related details that you might find helpful:
  - This distance-learning program is registered for 4 hours of continuing education, which is based on the average amount of time it takes to read the textbook *Lessons in Professional Liability*.
  - By taking the exam, you are attesting that you have read the book.
  - The 25-question test has 9 true/false questions and 16 multiple-choice questions.
  - You must answer each question before proceeding to the next question.
  - Once you begin the test, you have to answer all 25 questions. If you exit without completing the test, your responses will not be saved.
  - To earn learning units (and for your firm to qualify for a premium credit), you need to pass the test with a score of 80% or higher. If you do not achieve a passing score, you are allowed one retake.
  - When you pass the test, you will be able to print your results, as well as a personalized certificate of completion.

### QUESTIONS

If you have any questions regarding the Learning Management System or this course, please contact your firm administrator or Sheila Whitney at 831-657-2524 or [Sheila.Whitney@xlgroup.com](mailto:Sheila.Whitney@xlgroup.com).

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