

## Certification Steps to Success

Welcome to OnlineExpert!

When certification is your end goal, complete the steps below to get the most from your preparation.



1. **Start with Session 1**
  2. **Review the Course Outline and Glossary**
  3. **Take the Pre-Assessment**
  4. **Watch the Video Training**  
(Complete the Student Workbook Activities\* using the Video Training as a Reference)
  5. **Utilize Additional Resources**  
Projects\* and Course Support Files\* to Reinforce Video Training
  6. **Complete the Labs, Using the Steps Feature as Needed**  
(Labs are Repeated in the Post-Assessment)
  7. **Take the Post-Assessment**
  8. **Review Activity Report and Study Guide**
  9. **Use MasterExam\* When Above Steps Are Completed**
    1. **Open and Closed Book Quizzes (50 Questions or Less)**
    2. **Work Up to Full MasterExam**
    3. **Achieve a Score of 90% or Higher on Full MasterExam**
- \*Resources may not be available for all courseware*

Repeat the steps for each Session until a score of 80% or higher is achieved on all Post-Assessments.

It is important to utilize all resources available; video training, workbooks, hands-on projects, fill-in-the-blanks, assessments, labs, glossary, and the course support files to increase knowledge when preparing for a certification exam.

To budget your time with the video training, please refer to the training time tables in the workbook.

**Good luck with your training!**