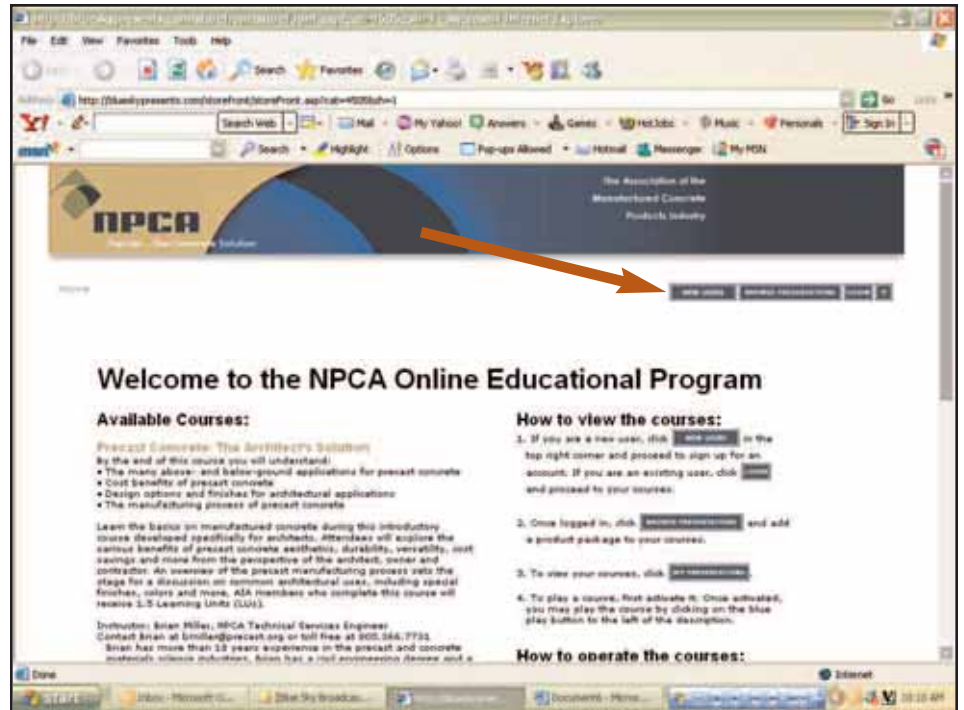
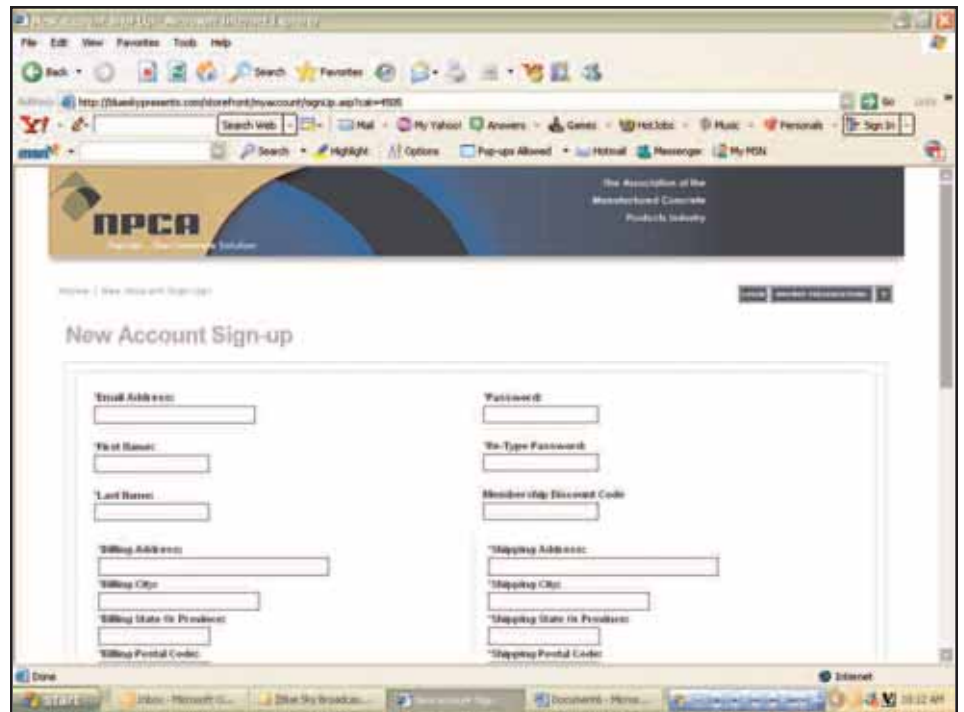


Step 1: To access courses click on the **NEW USERS** button in the upper right corner.



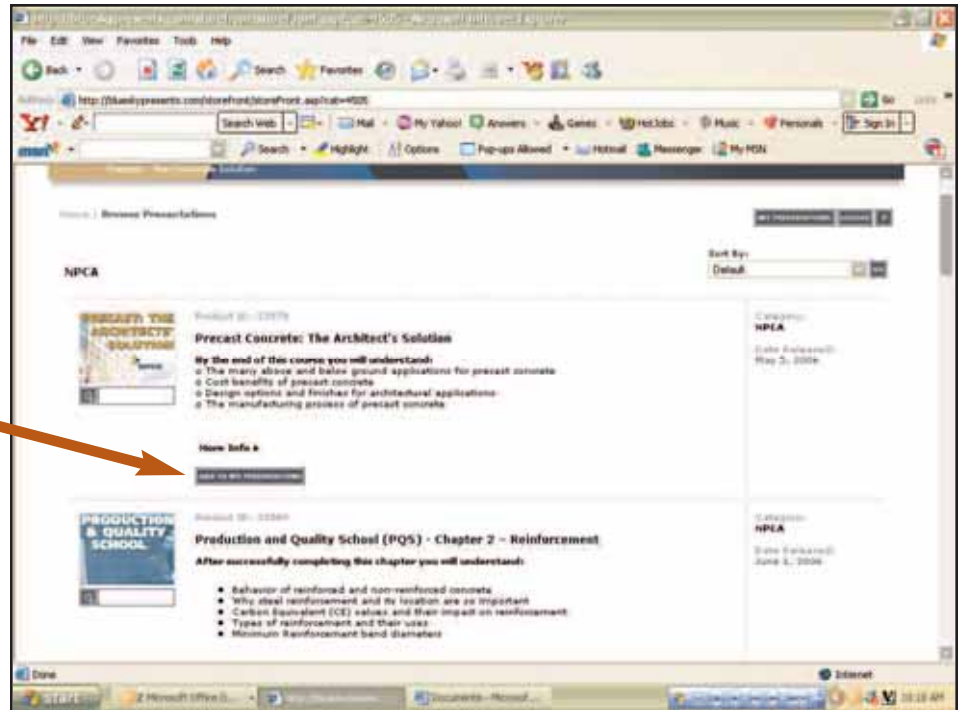
Step 2: Enter your contact information and click the **Sign-Up!** button in the bottom left corner of the page.



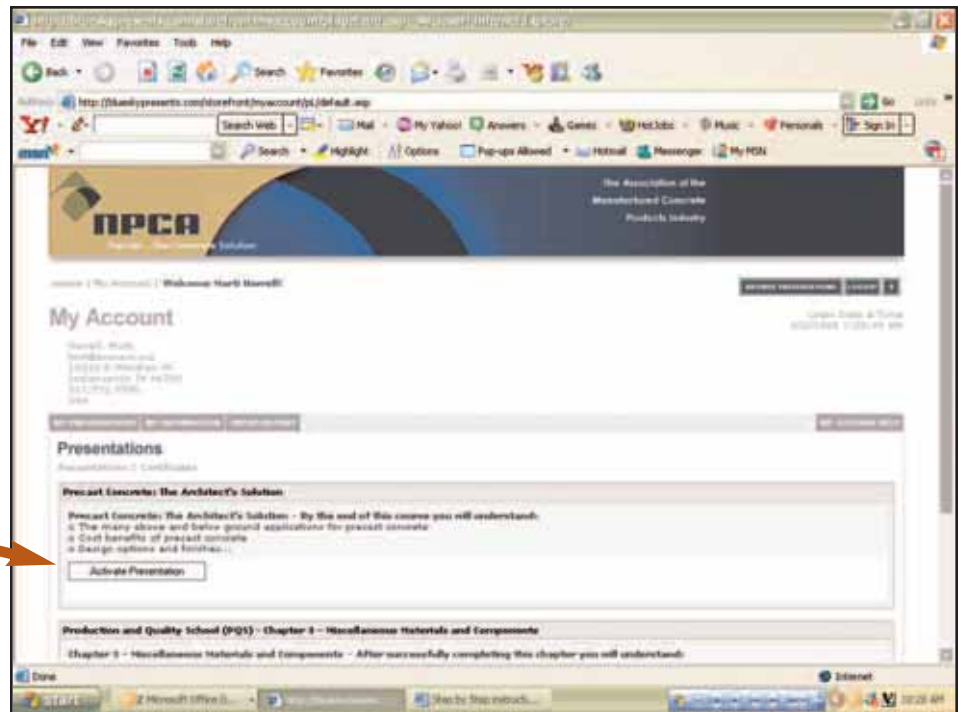
**NPCA**


Precast ... The Concrete Solution

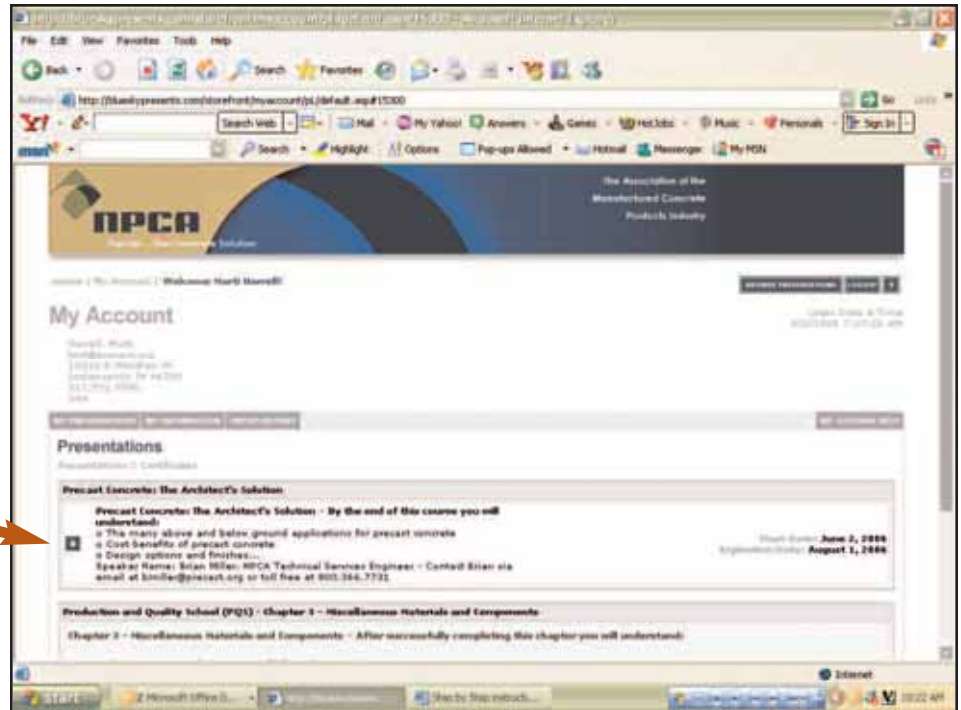
Step 3: Select your course(s) by clicking the **ADD TO MY PRESENTATIONS** button under each course.




Step 4: Select the **Activate Presentation** button located under the course.



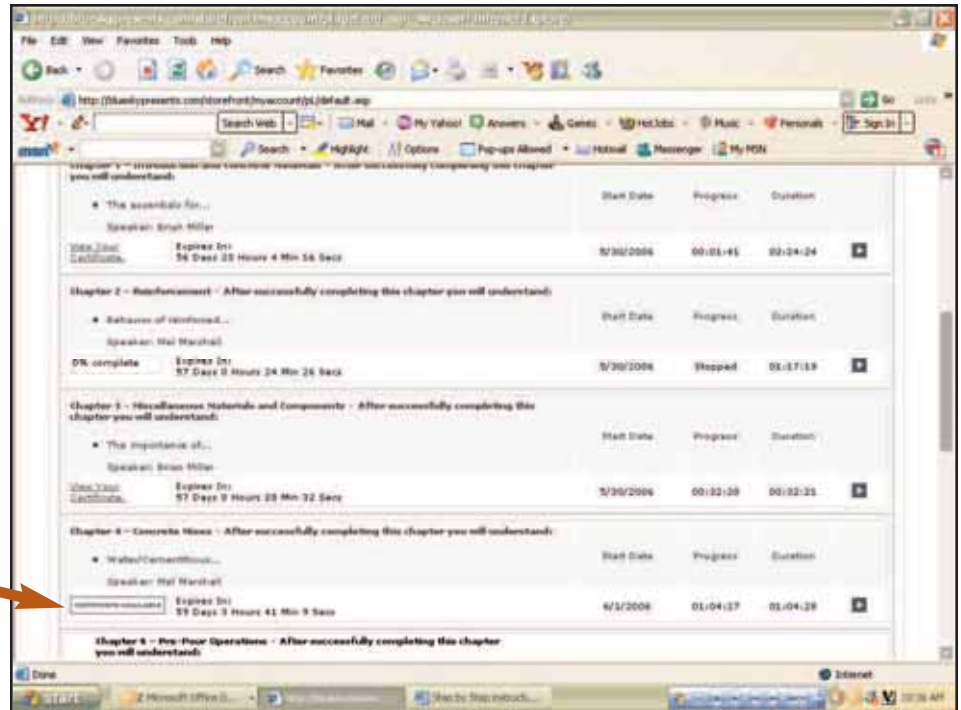
Step 5: Click the  found to the left of the presentation.



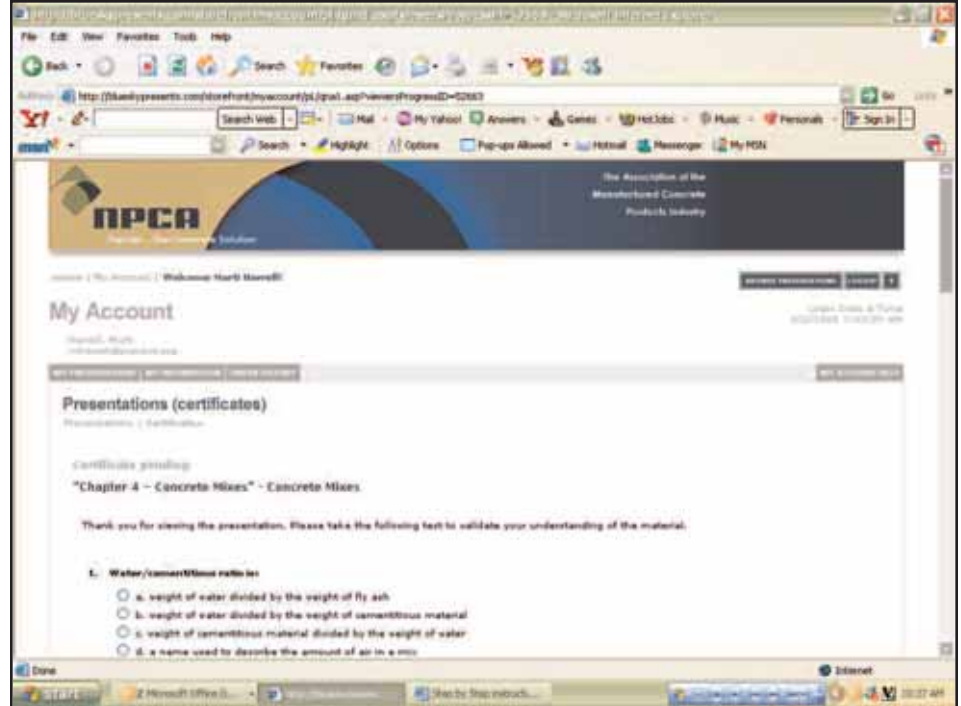
Step 6: Before you begin the course NPCA recommends you print course materials. Simply click the [Related Documents](#) link directly under the PowerPoint slides and print the available course materials. To begin the presentation, click the  button under the video.



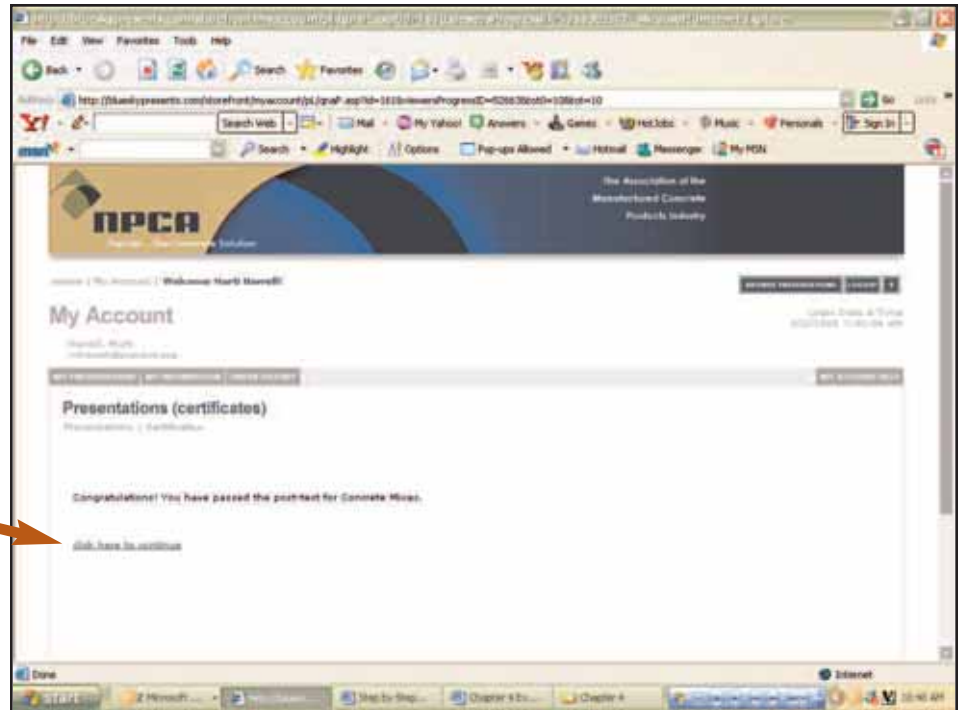
Step 7: Once the presentation is complete close out of the video viewing window. Click the **CERTIFICATE AVAILABLE** box found under the course to take the exam.



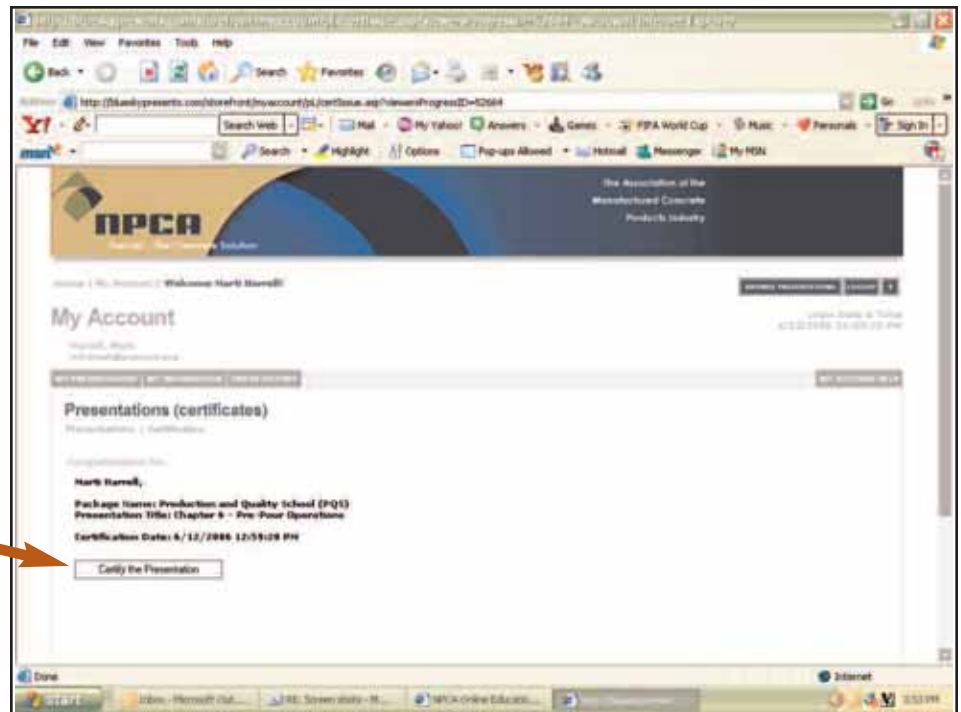
Step 8: Complete the exam; then click the **Submit Test** button at the bottom of the page.



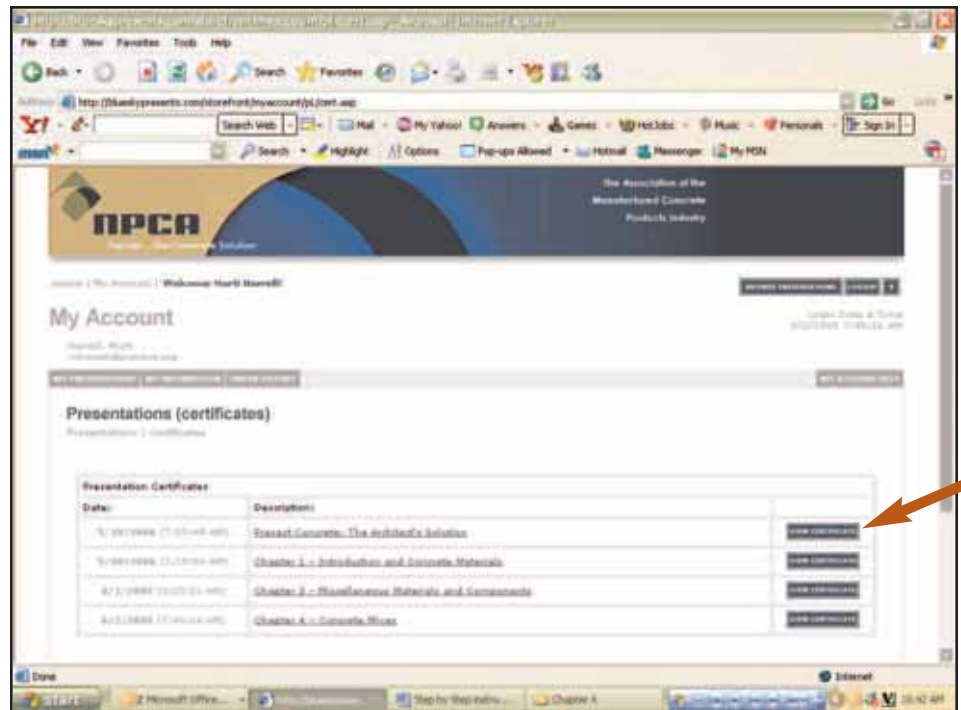
Step 9: When you have successfully completed the exam, click the [click here to continue](#) link to print your certificate.



Step 10: Click the  button to access your certificate.



Step 11: Click the **VIEW CERTIFICATE** button to print a course certificate.



Step 12: Print your certificate. Please remember to use the landscape setting under your print options.

