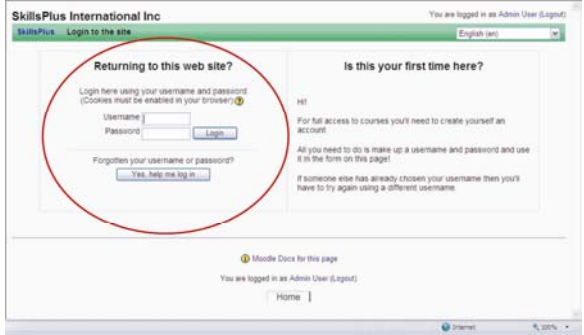
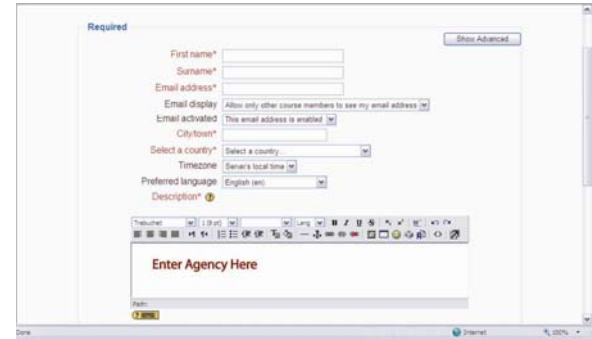
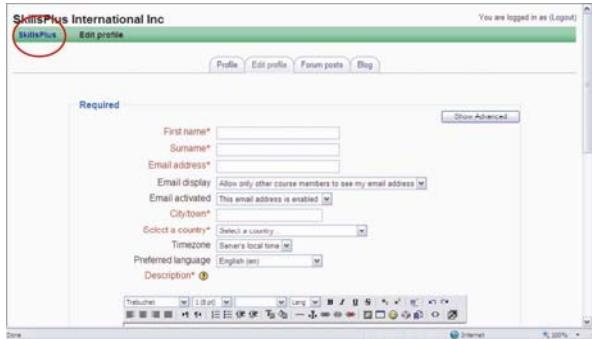


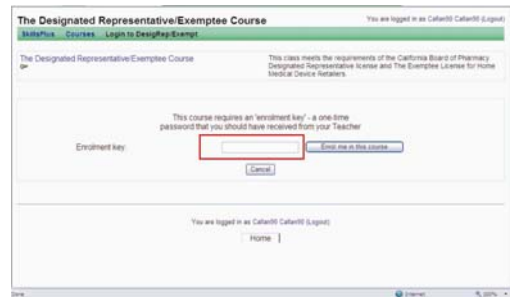
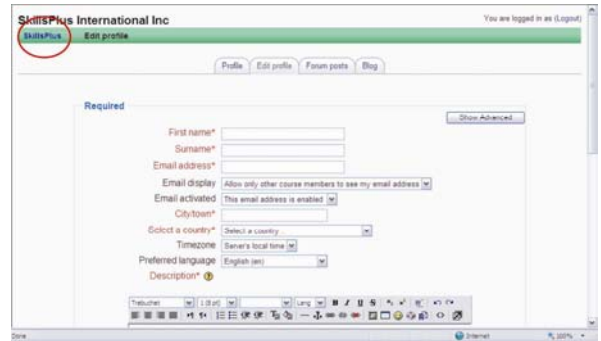
General Instructions

Please read the notes below before starting the class. These notes will answer many questions to facilitate your progress through this program. Thank You - Allan

<h3>Getting To the Classroom</h3> <ol style="list-style-type: none">1. Log in to the Internet2. Go to this web address: http://skillsplusinc.mrooms.net/login/index.php	
<h3>Create A Unique Username & Password.</h3> <ol style="list-style-type: none">1. Create a unique Username to identify you.2. Create a unique Password that you will remember.3. Click Login	
<h3>Complete Your Profile.</h3> <ol style="list-style-type: none">1. Enter your First Name2. Enter your Surname or Last Name3. Enter a city4. Enter a country5. In the Description Box - Enter the Agency to which you are applying to. That is, enter Board of Pharmacy if applying for the Designated Representative certification, or DHS if applying for the Exemptee certification. If you are not sure, enter Not Sure.6. Scroll down and click Update Profile	
<h3>Enter the Training Room</h3> <ol style="list-style-type: none">1. Click SkillsPlus in the upper left corner to the screen. It is in Blue and to the left of your name	

Enter the Training Room

2. Click on “The Designated Representative/Exemptee Course” Link, this is the second line for that course.
3. Enter the **Enrollment Key** provided in your confirmation email.
4. Click on the “Enroll me in this class” button.



Getting Started

1. Download and print the handout.
2. Classes begin in Item # 2. Select a presentation format from Step 1 and then simply follow along.



Handouts

Download the handout. The handout is 55 pages and depending on your connection speed may take 1 minute. Having the handout to follow along with the instructor has proven very beneficial to past students.

Why Broadband versus Dial-Up?

If you have a high-speed internet connection (e.g., cable, DSL), view the "broadband" presentation under each topic. There is a side-screen narrator presenting the session along with other animation on the main presentation screen. If you have a dial-up connection (e.g., 56K modem), view the "Dial-up" lesson, which includes all the main screen presentation animations. There is no side-screen narrator. This facilitates the best transmission rate for your

<p>connection. You are always welcome to try either Broadband or Dial-up regardless of your connection.</p>	
<p>The Side-Screen Narrator Presentation Freezes This happens occasionally due to Internet and Intranet traffic. Simply double click the last grayed out page on the left column of the screen.</p>	
<p>How Do I Take the Certification Exam? After each presentation you will have the option to select to take the exam for that topic. If you answer YES to the question presented, you are taken to the exam. If you say NO, you are taken to the topic's outline screen where you can select to view another presentation or select to take an exam.</p>	
<p>What Is the Passing Grade? 85%</p>	
<p>What If I Fail the Exam? You can take the exam as many times as you want until you get the grade that you want. Our system saves the highest grade you get.</p>	
<p>How Do I Get My Official Documentation To Submit to The State of California? The last task you will do is to click on the link in Item 9 to request the appropriate documentation. If you are applying to the Board of Pharmacy, click on the link for the Designated Representative Training Declaration. If you are applying to the Department of Health Services, click on the link for the Exemptee Certification. If you need both, please call (415) 487-3500 for instructions.</p>	

I Am Having Difficulty

Please contact us at: (415) 487-3500.