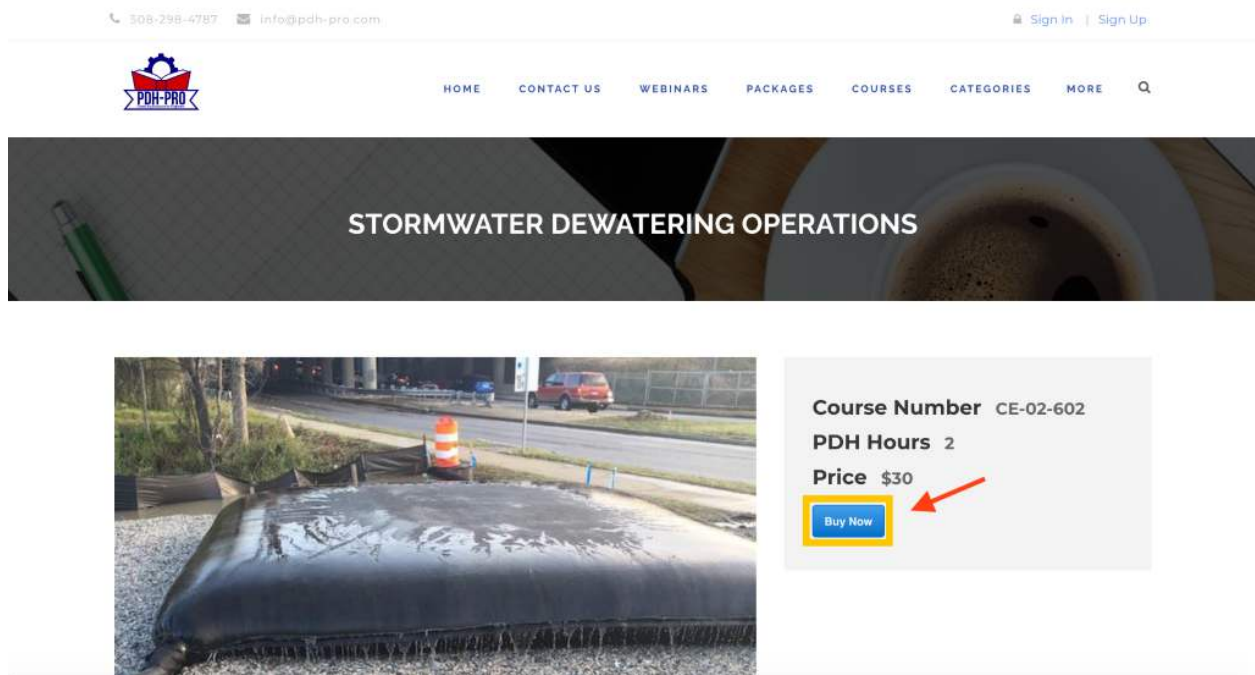


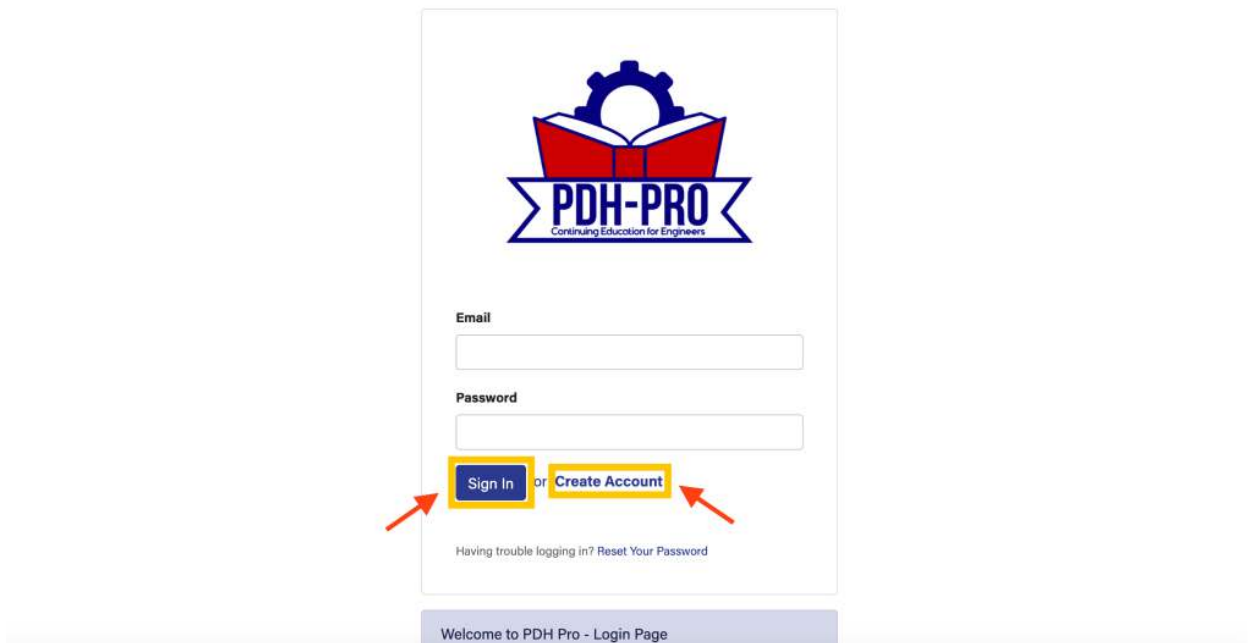
How To Take A Course

Step 1: Buying Your First Course

1. After deciding which course you'd like to take, select the **Buy Now** button on the course page to add it to your cart:

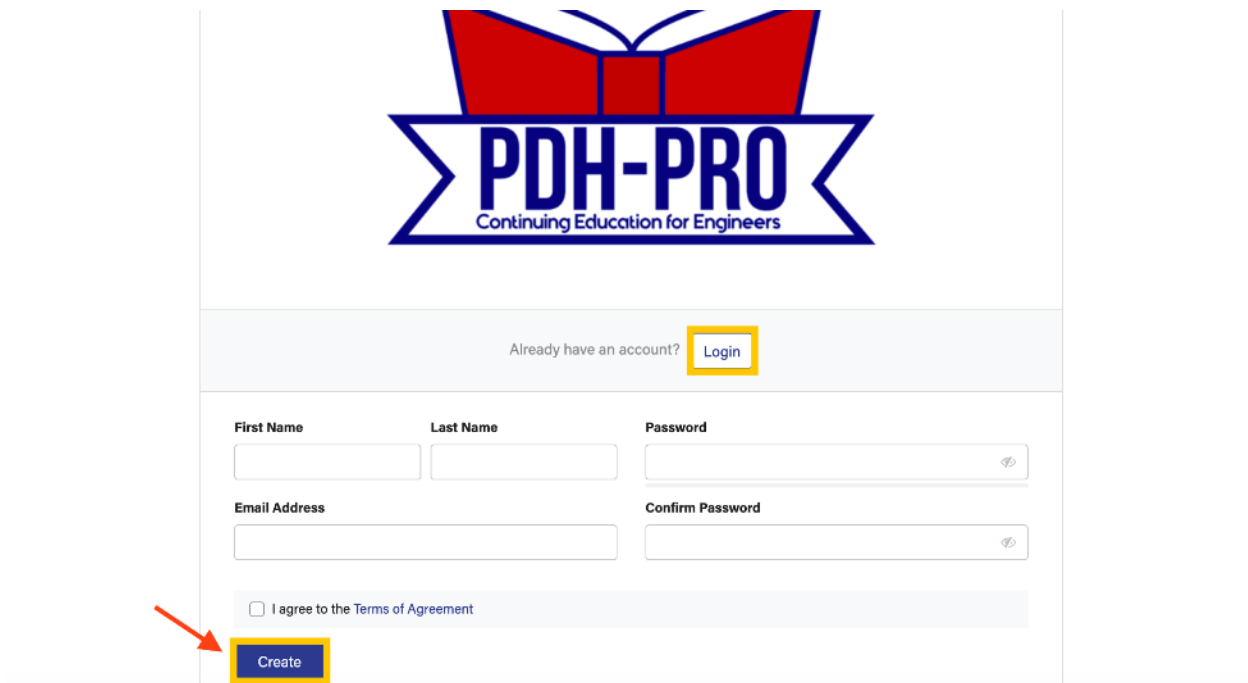


2. You'll then be prompted to **Create an Account** or, if you are an existing customer, you will be prompted to **Login**:



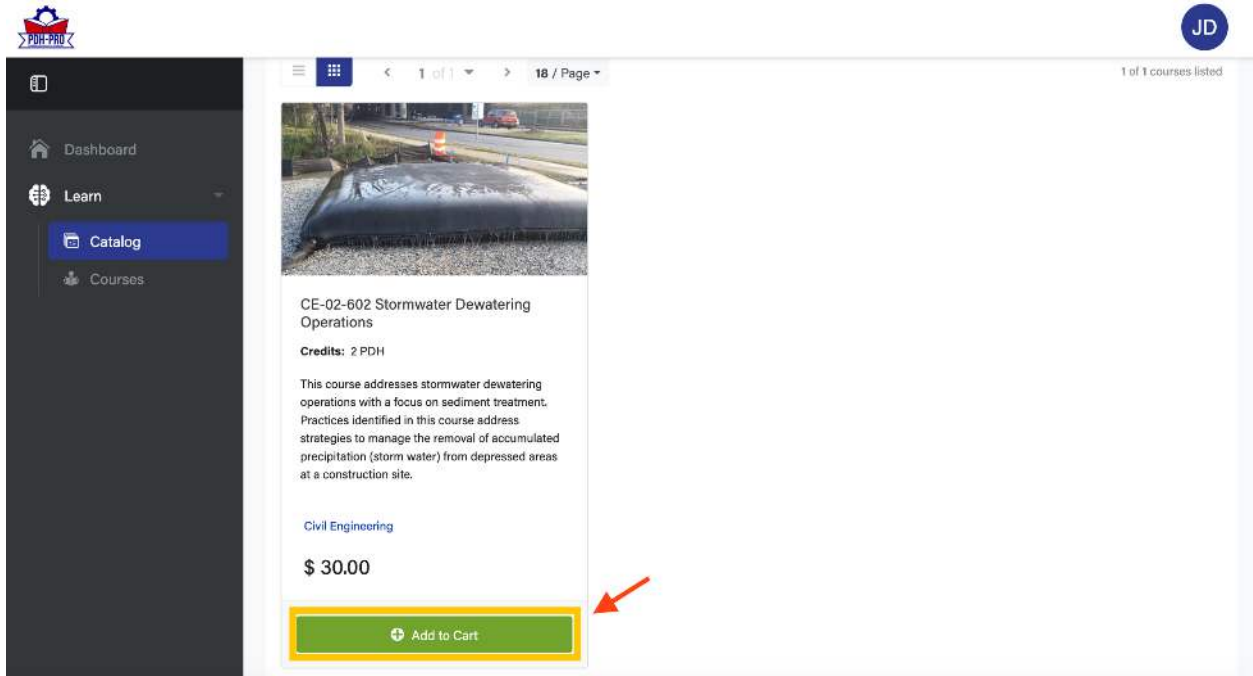
The image shows the PDH-PRO login page. At the top is the PDH-PRO logo, which features a red book with a blue gear on top, and the text "PDH-PRO Continuing Education for Engineers". Below the logo are two input fields: "Email" and "Password". Underneath these fields are two buttons: "Sign In" and "Create Account", both highlighted with yellow boxes and pointed to by red arrows. Below the buttons is a link that says "Having trouble logging in? Reset Your Password". At the bottom of the page, there is a grey bar with the text "Welcome to PDH Pro - Login Page".

3. The signup process is very simple – just provide your name, as you'd like it to appear on your certificate, your email address, and a password:

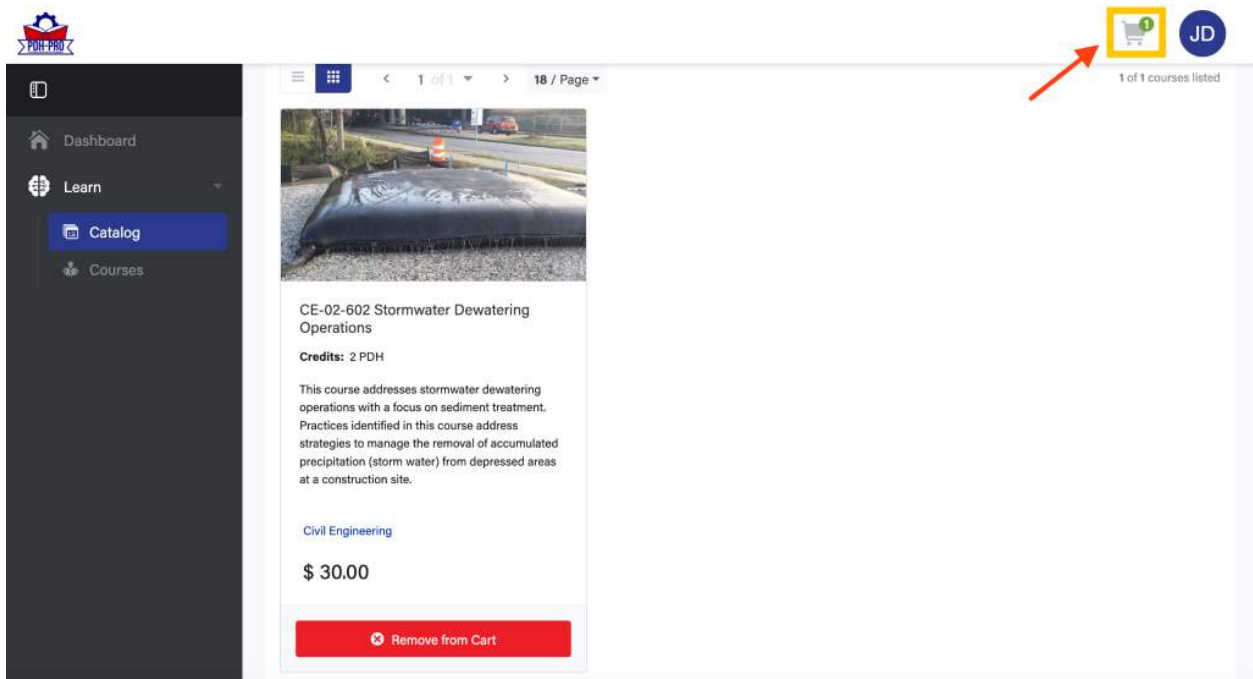


The image shows the PDH-PRO signup page. At the top is the PDH-PRO logo, which features a red book with a blue gear on top, and the text "PDH-PRO Continuing Education for Engineers". Below the logo is a grey bar with the text "Already have an account? Login", where "Login" is highlighted with a yellow box. Below this bar are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". Below the input fields is a checkbox labeled "I agree to the Terms of Agreement". At the bottom of the page is a blue "Create" button, highlighted with a yellow box and pointed to by a red arrow.

4. After you've signed up or logged in, you'll be taken to the course listing where you can **add it to your cart**:



5. Once you've added any courses you'd like to your cart, you can click the **cart icon** to checkout:



6. Here's a look at our checkout process:



YOUR SHOPPING CART

ITEM	TOTAL
× CE-02-602 Stormwater Dewatering Operations	\$30.00
TOTAL	\$30.00

PAYMENT

Your credit card will be charged \$60.00

Payment

Card Number

Expiration Date CVV

MM YYYY

Billing Information

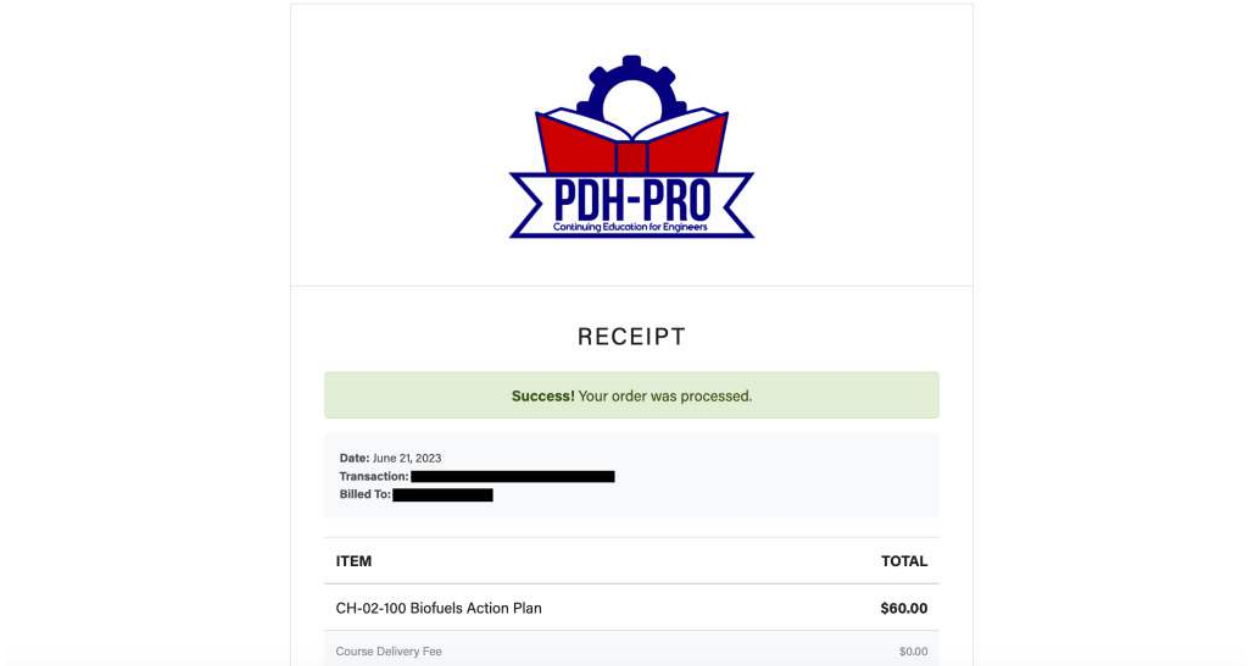
First Name Last Name

Address on Card
Street 1
Street 2

City State Zip

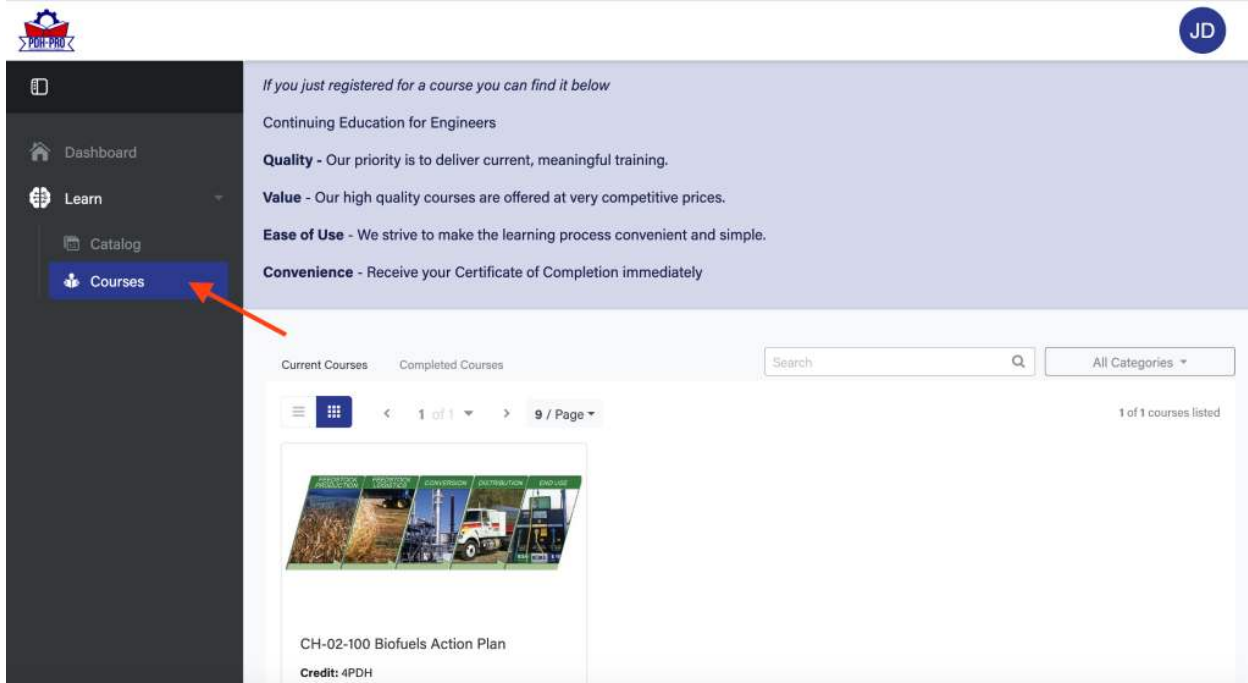


7. Order confirmation receipt:

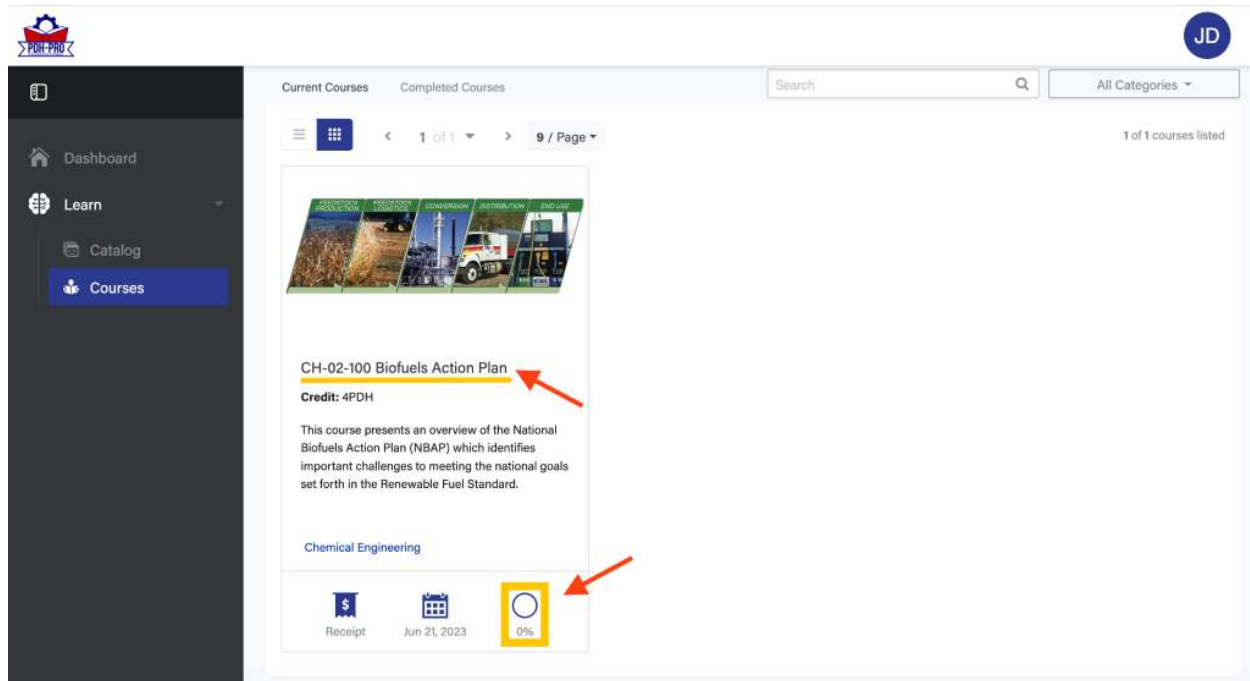


Step 2: Taking a Self-Directed Course

1. Navigate to the Dashboard. Under the Learn > Courses Section, you can see all the courses you've bought. They are broken out into "Current Courses" and "Completed Courses":

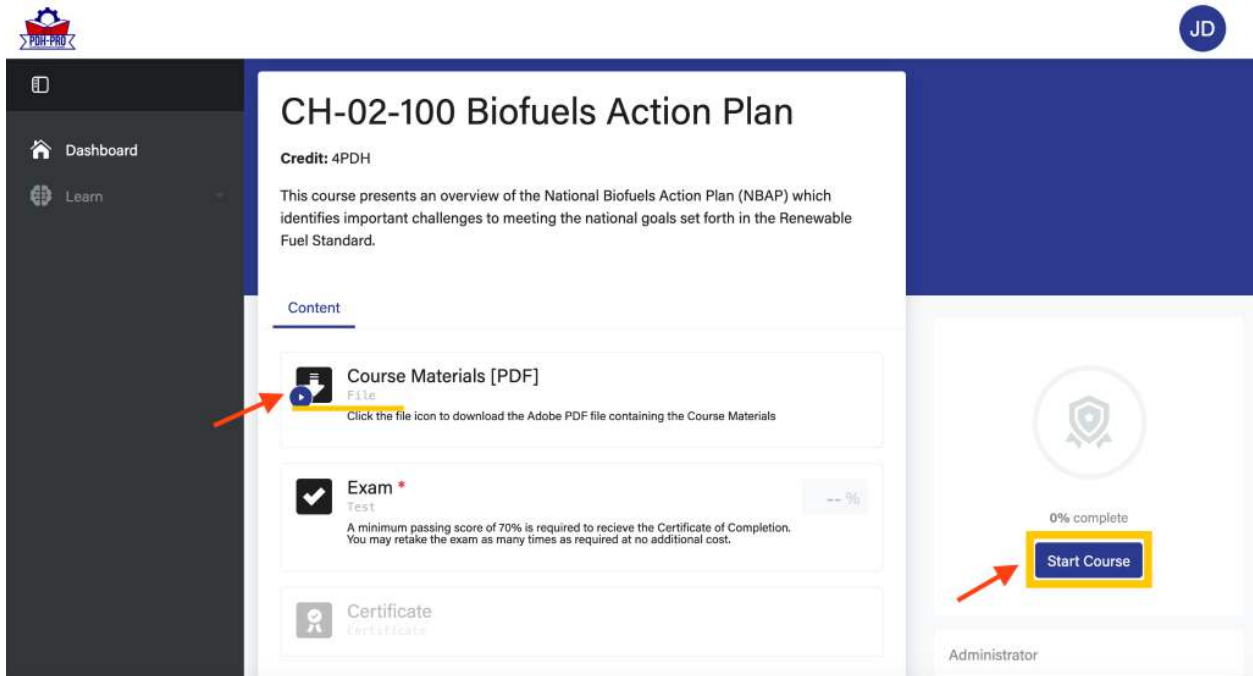


2. Scroll down and click the **Course Title** or **Completion Circle Icon** to begin taking your course:

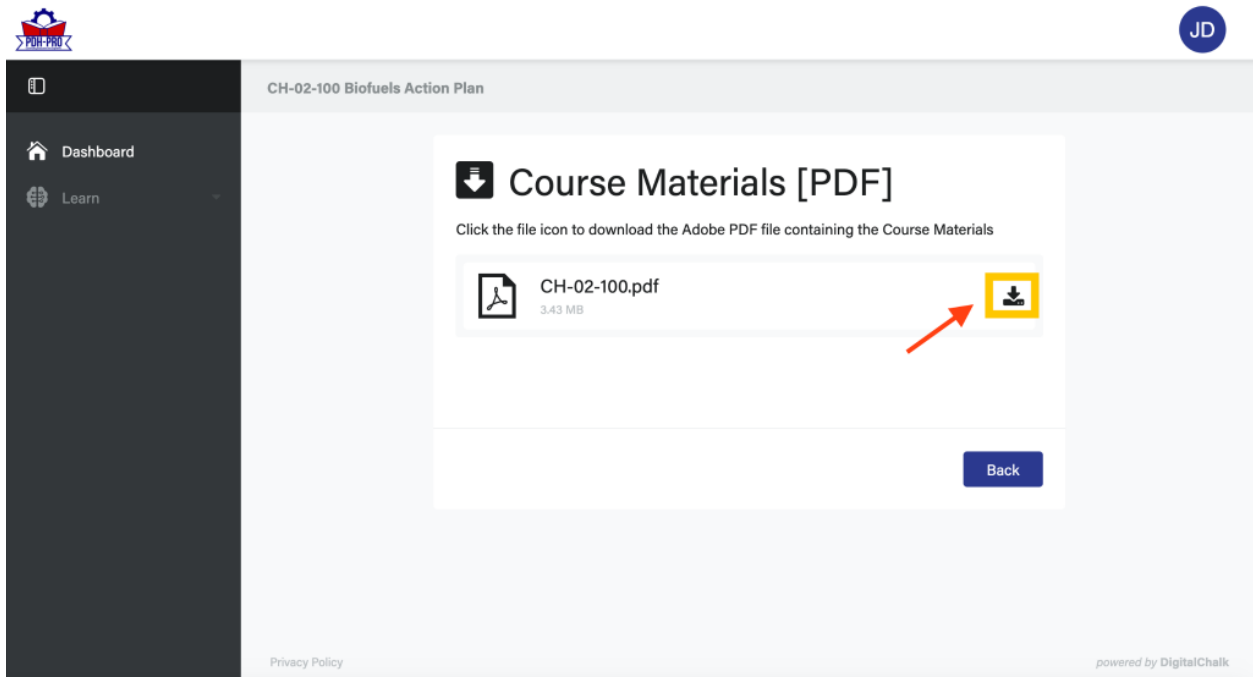


The screenshot shows a web interface for a course catalog. On the left is a dark sidebar with navigation options: Dashboard, Learn, Catalog, and Courses (highlighted). The main content area is titled 'Current Courses' and shows a list of courses. The first course is 'CH-02-100 Biofuels Action Plan', which is highlighted with a yellow underline. Below the title, it lists 'Credit: 4PDH' and a brief description: 'This course presents an overview of the National Biofuels Action Plan (NBAP) which identifies important challenges to meeting the national goals set forth in the Renewable Fuel Standard.' Below the description is the text 'Chemical Engineering'. At the bottom of the course card, there are three icons: a dollar sign labeled 'Receipt', a calendar icon labeled 'Jun 21, 2023', and a yellow circle with '0%' inside, representing the completion progress. Two red arrows point to the course title and the completion circle icon.

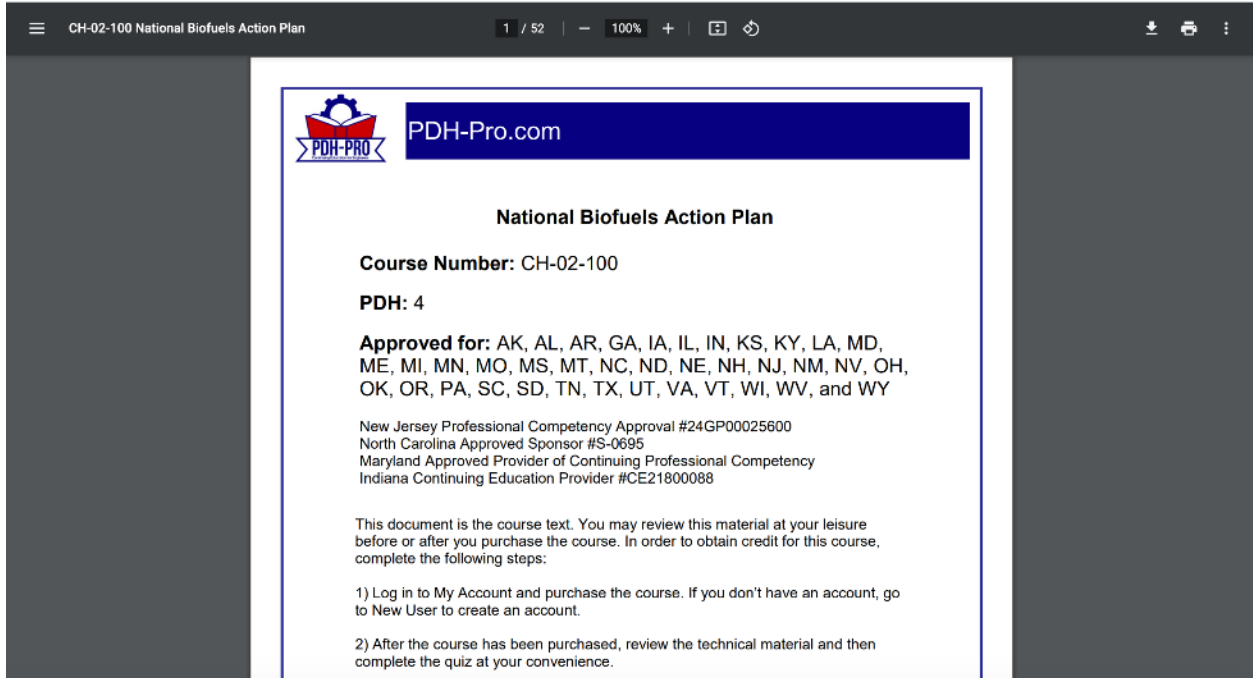
3. Once in the course, you'll be able to start your course through the **Start Course** button or **File Icon** button. You must click and download the "Course Materials [PDF]" to access the Exam. Your certificate of completion will be available once you pass the Exam:



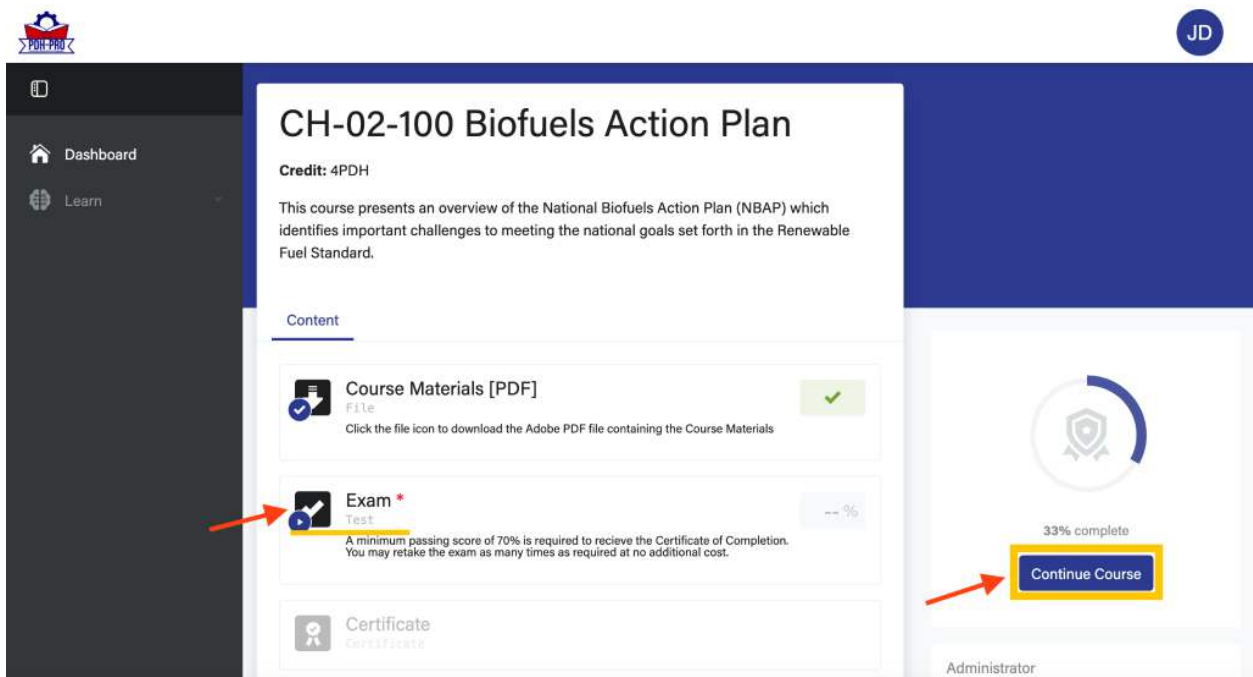
4. The course is available to download by clicking the **File Icon**:



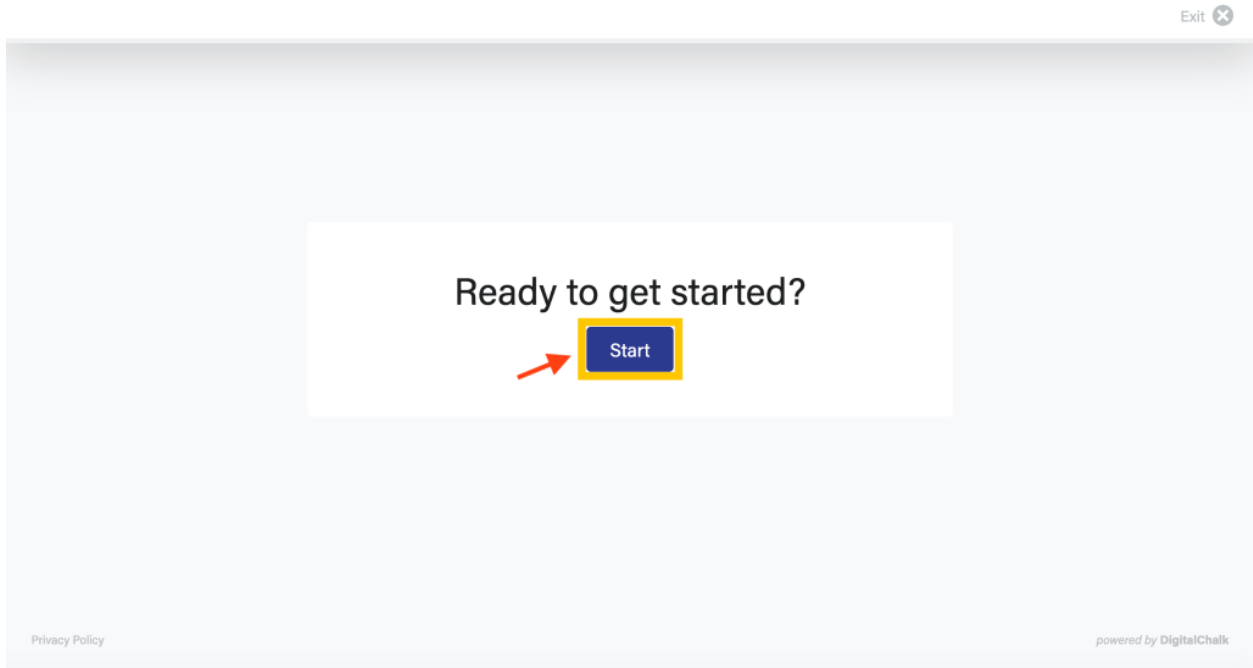
5. Here's a look at the first page of a course file:



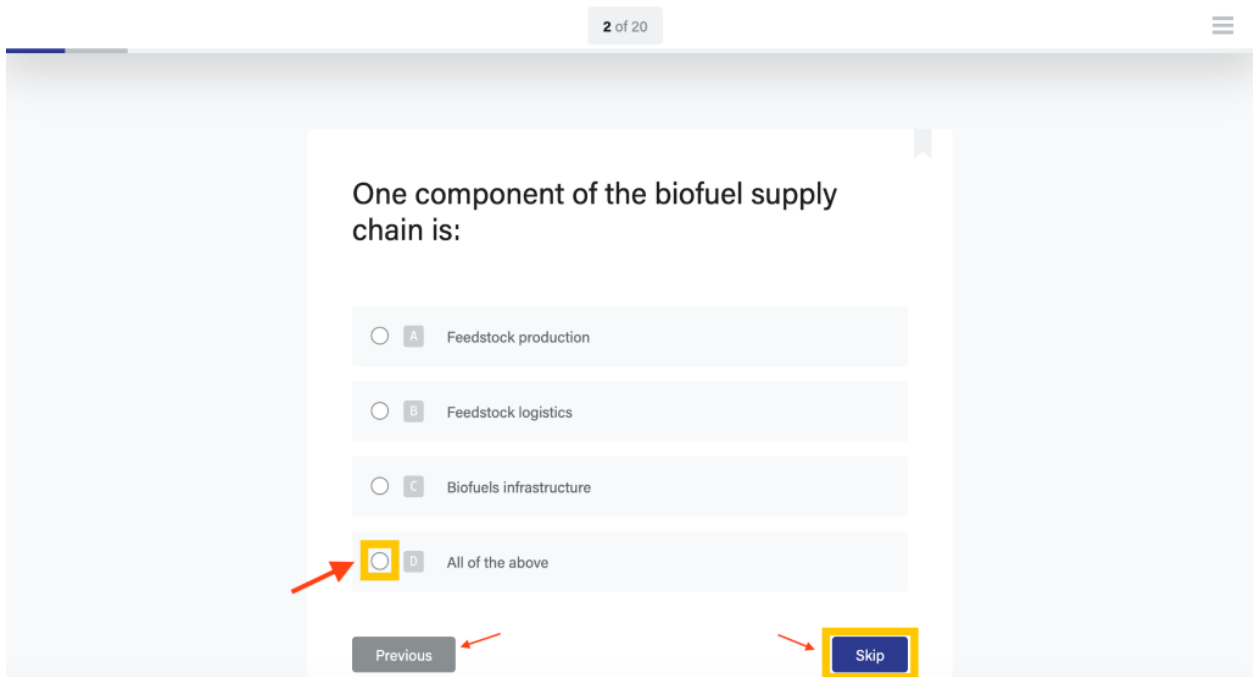
6. Back on your course tab you'll be able to take the exam by clicking the **Continue Course** button or the **Exam Checkmark**:



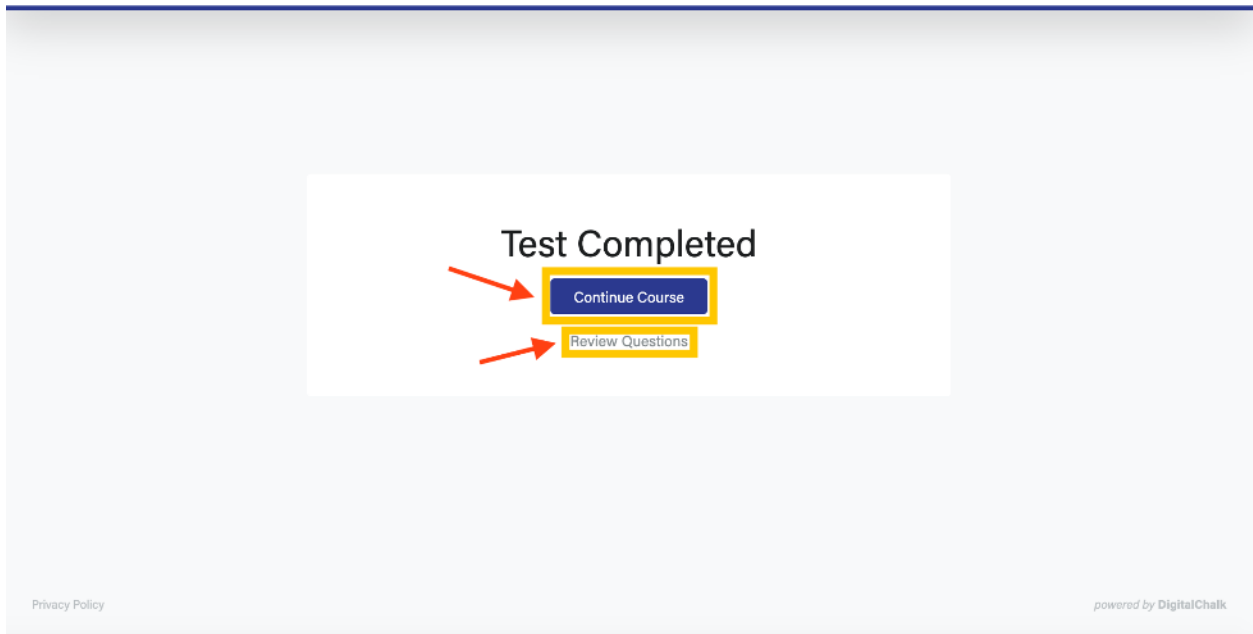
7. Your exam will prompt you to **Start** and you have unlimited time to complete it. If you do not pass the exam, you can take it again. There is no cost to retake the exam:



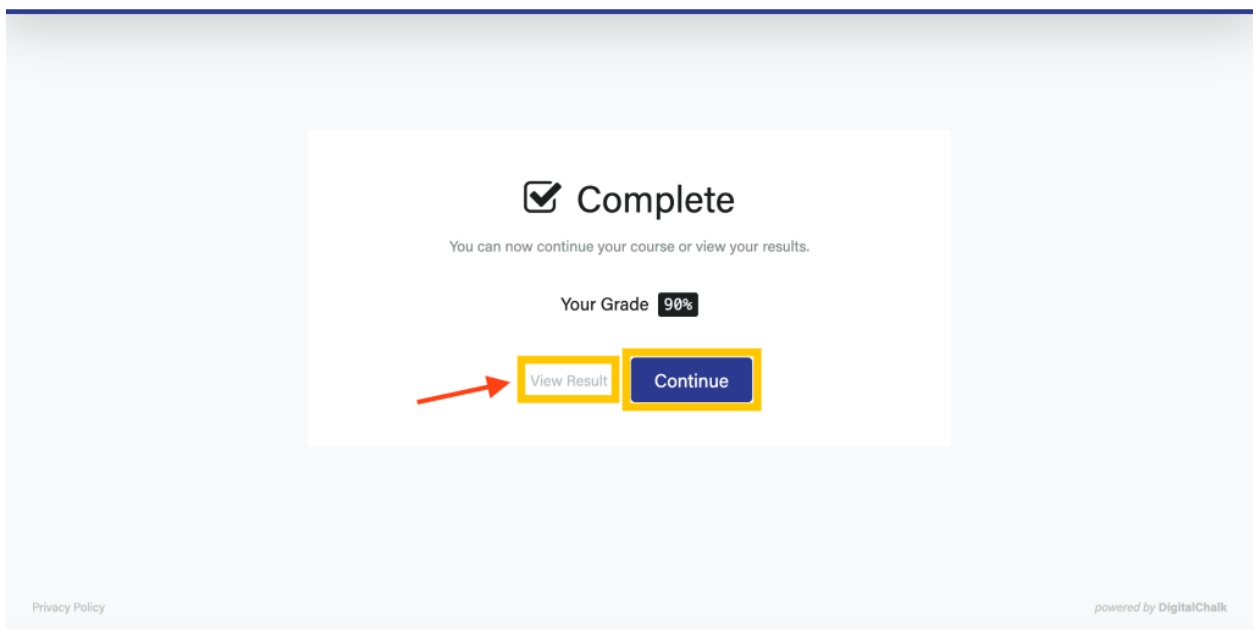
8. The exam will consist of multiple choice and true-false questions with single answer **bubbles** or multi-select **boxes**. You can return to any question at any time with the **Previous** and **Skip** buttons:



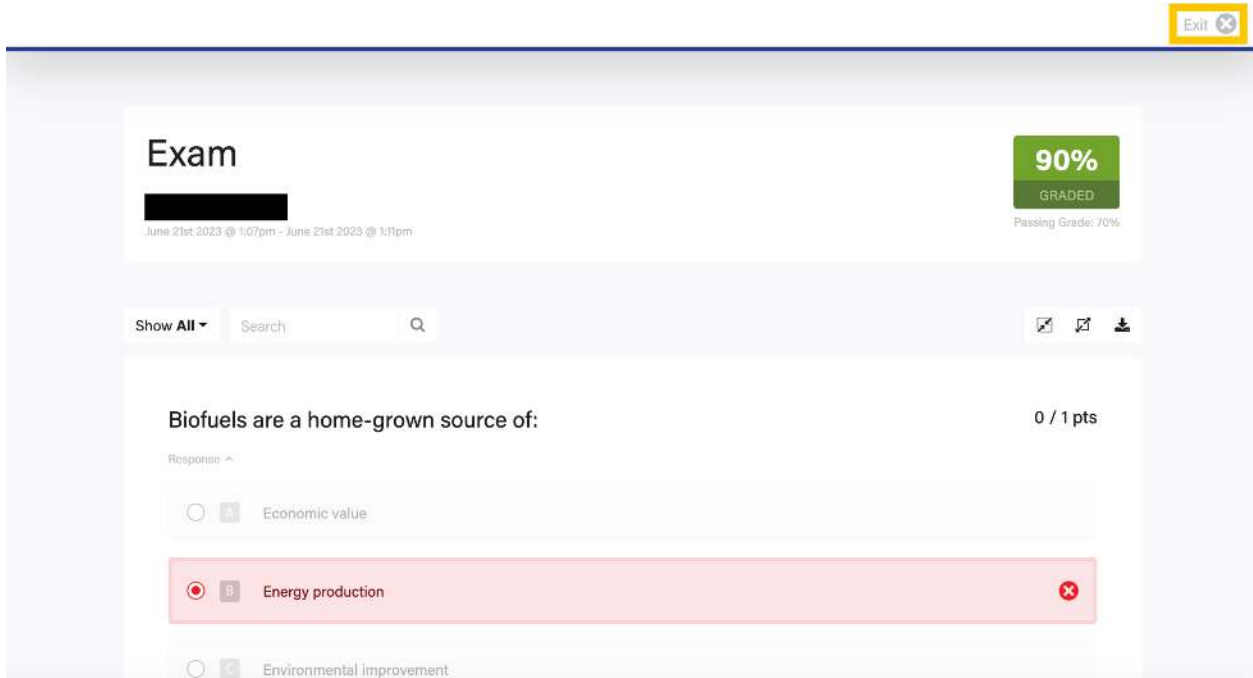
9. Once you've answered all the questions you can select **Continue Course** to submit your answers or **Review Questions** to see your responses:



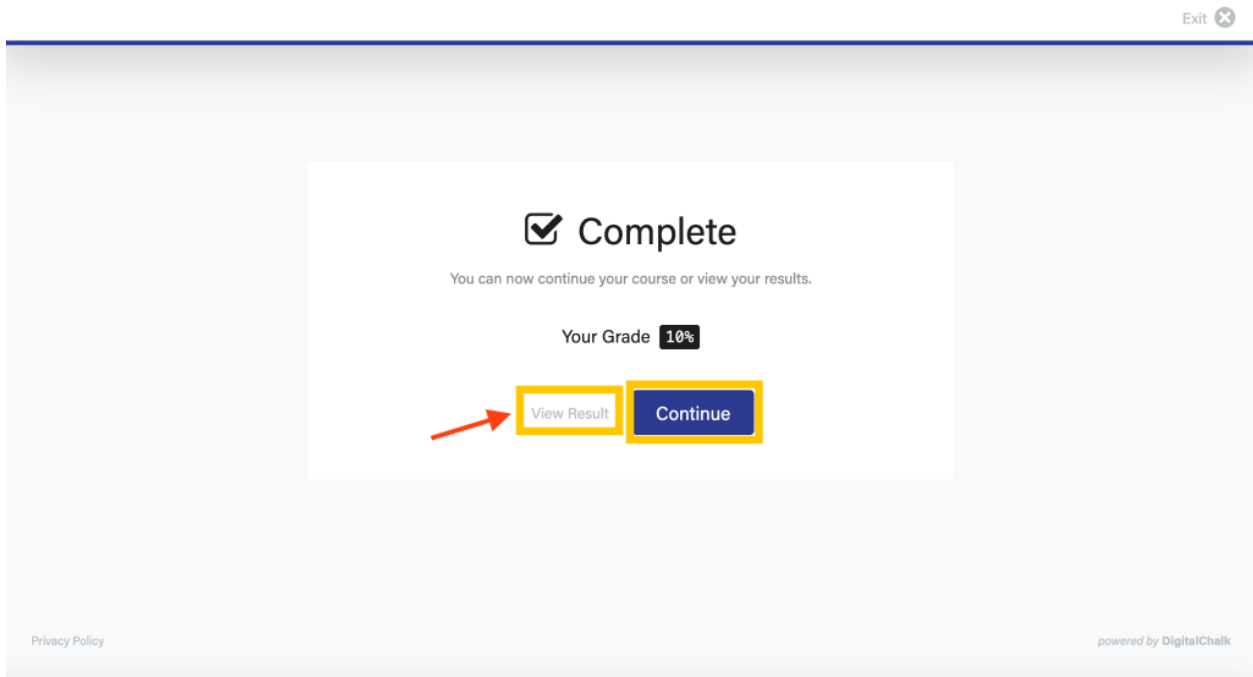
10. Once you select **Continue Course**, your exam will be automatically graded and you can see what questions you answered correctly/incorrectly under **View Results**. After viewing your exam results, select **Continue** to get your certificate:



11. Here's a look at viewing your exam results:



12. If you do not pass your exam, you can view your graded answers under **View Result** or click **Continue** to retake the exam:



13. Here's a look at the course page after you've clicked **Continue** and once you've passed your exam. You can view and download your certificate of completion by clicking the **Ribbon Icon**:

The screenshot shows a user interface for a course titled "CH-02-100 Biofuels Action Plan". The course is worth 4PDH credits. The description states: "This course presents an overview of the National Biofuels Action Plan (NBAP) which identifies important challenges to meeting the national goals set forth in the Renewable Fuel Standard." The course content is listed as follows:

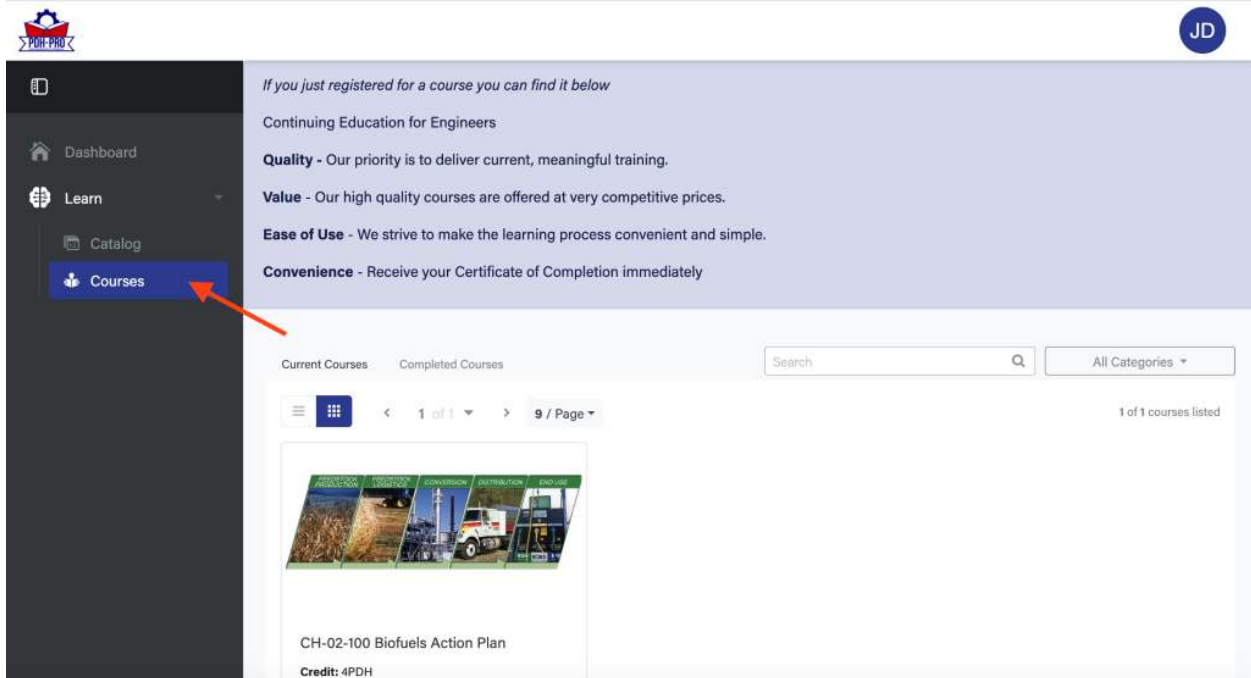
- Course Materials [PDF]** (File): Click the file icon to download the Adobe PDF file containing the Course Materials. Status: Complete (checkmark).
- Exam *** (Test): A minimum passing score of 70% is required to receive the Certificate of Completion. You may retake the exam as many times as required at no additional cost. Status: 90%.
- Certificate** (Certificate): Status: Pending (highlighted with a yellow bar).

On the right side of the page, the user's final grade is displayed as **90%** (FINAL GRADE). The course was completed on June 21, 2023, and there is a "Close Course" button. The user's name is listed as Administrator.

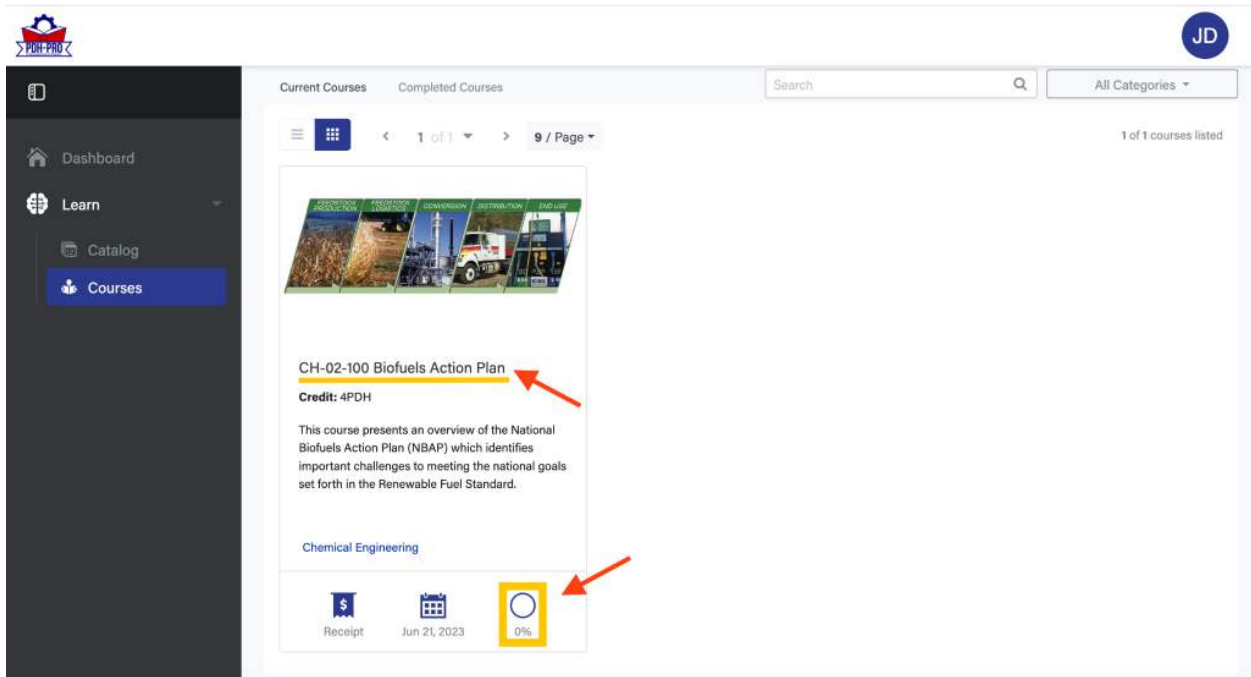
14. Clicking **Close Course** or going to **Learn > Courses** will take you back to see the courses you have bought but haven't taken yet.

Step 3: Take a Recorded Webinar Course

1. Navigate to the Dashboard. Under the Learn > Courses Section, you can see all the courses you've bought. They are broken out into "Current Courses" and "Completed Courses":



2. Scroll down and click the **Course Title** or **Completion Circle Icon** to begin taking your course:



3. Once in the course, you'll be able to start your course through the **Start Course** button or **Play Button Icon**. You must click and watch the recorded lecture/webinar to access the Exam. Your certificate of completion will be available once you pass the Exam:

CH-02-613 Introduction to Oil Well Sucker Rods

Credits: 1 PDH

This recorded webinar course introduces the basics in sucker rod oilwell applications, construction, and manufacturing. It discusses the various forms of this downhole equipment, the many materials of which they are made, and the rigorous standards to which they are constructed for use in both reciprocating beam unit pumped wells and rotationally driven progressive cavity pumped wells.

Content

- Lecture 1 Introduction to Oil Well Sucker Rods ***
Chalkboard • 59:21
Subject matter expert Ed Chesney leads an interesting and informative discussion on oil well sucker rods in the first half of this recorded webinar.
- Quiz - Introduction to Oil Well Sucker Rods ***
Test
A minimum passing score of 70% is required to receive the Certificate of Completion. You may retake the exam as many times as required at no additional cost.

0% complete
Start Course
Administrator

4. You can Pause and Skip Forward and Back as you'd like:

Learning Objectives

This course is intended to provide you with the following specific knowledge and skills:

1. Learn **how sucker rods function** to lift crude oil and its associated products to surface from a subsurface reservoir.
2. Provide **historical background** on the creation of sucker rods, how they have evolved over time and how the equipment manufacturers are continually working to improve them.
3. Learn how the various **parts of each sucker rod** & how they function to enhance performance of the downhole tool.
4. Learn the **different types** of sucker rods and their specific application.

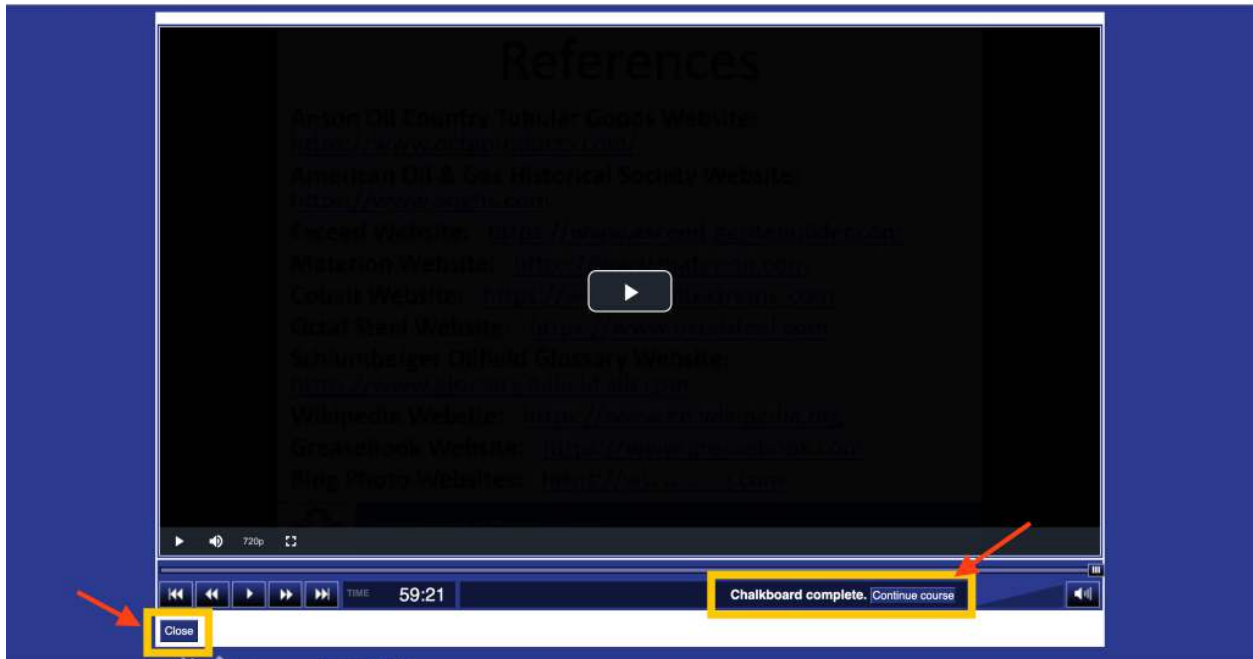
Continuing Education for Professional Engineers
www.gpi-pro.com

01:38

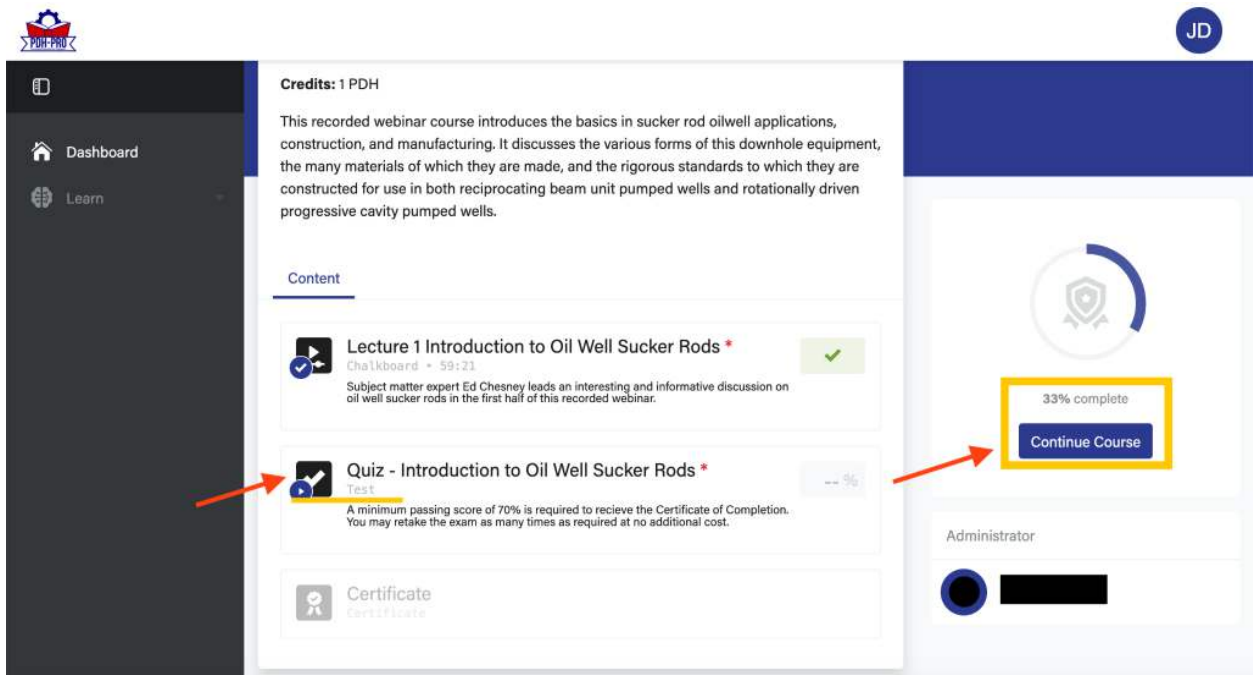
Close

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https://www.digitalchalk.com

5. Once the whole video has played you can click **Continue Course** or **Close** to return to the course page and take the exam:

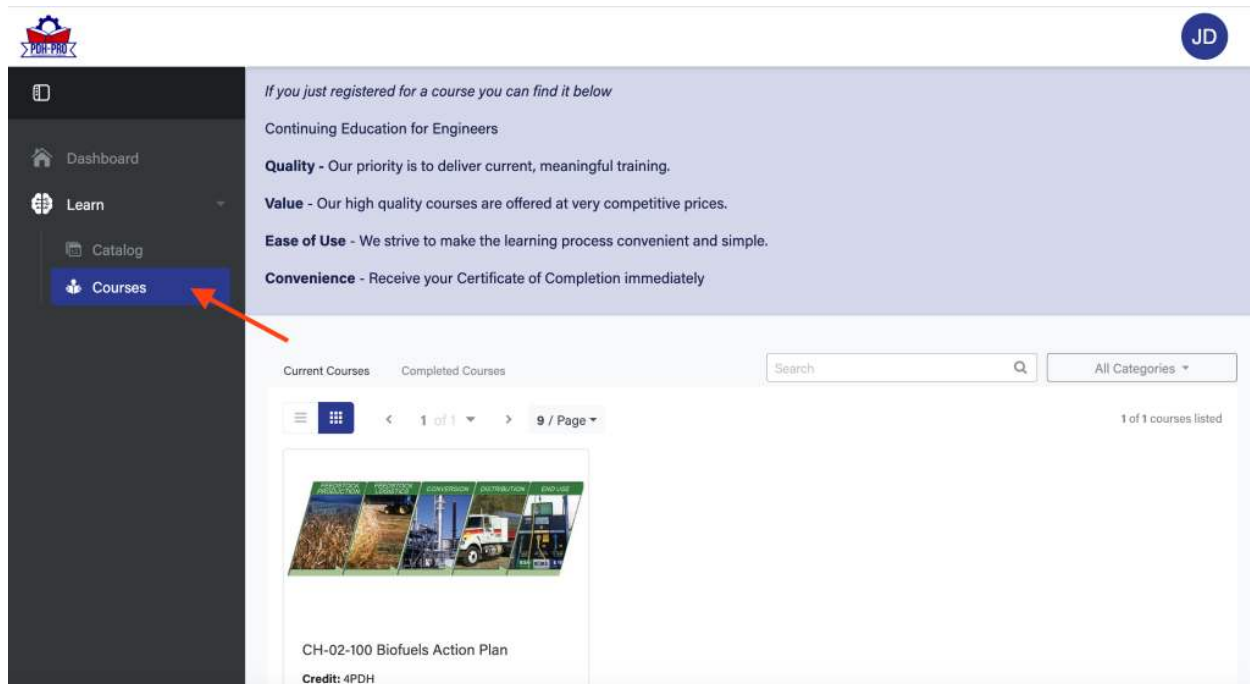


6. Once you've watched the whole webinar, you will be able to take the exam by clicking **Continue Course** or the **Checkmark Icon**:



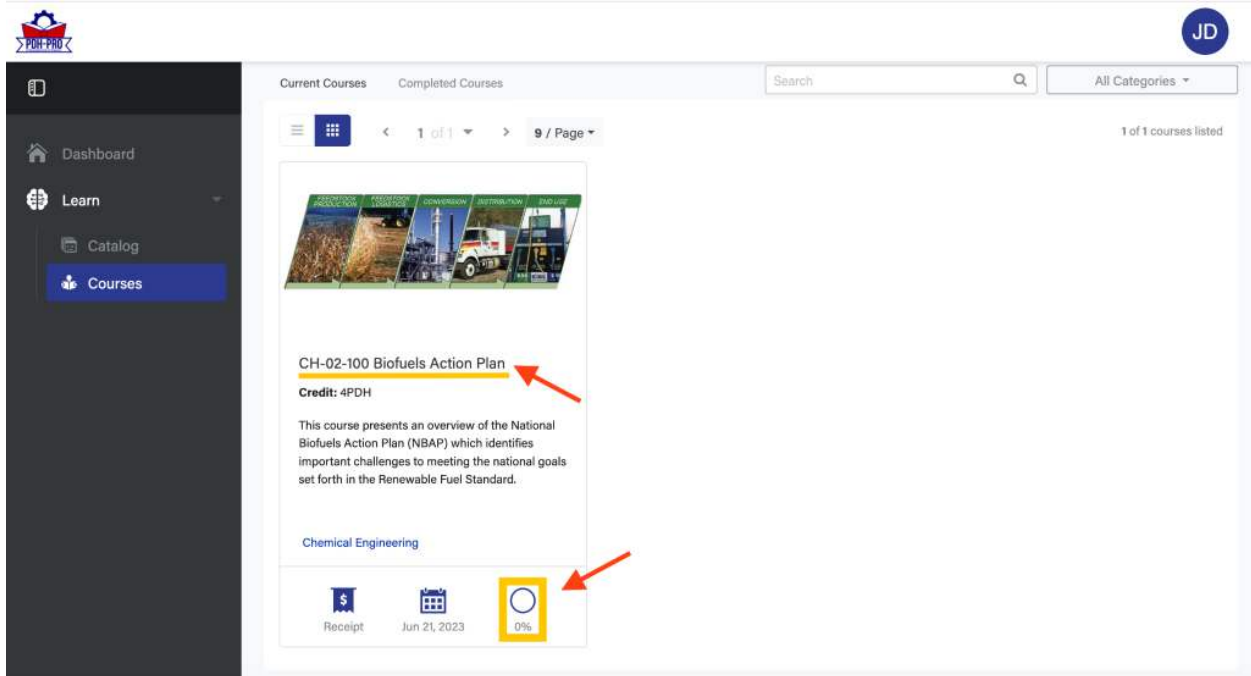
Step 4: Take a Timed and Monitored Recorded Webinar Course

1. Navigate to the Dashboard. Under the Learn > Courses Section, you can see all the courses you've bought. They are broken out into "Current Courses" and "Completed Courses":

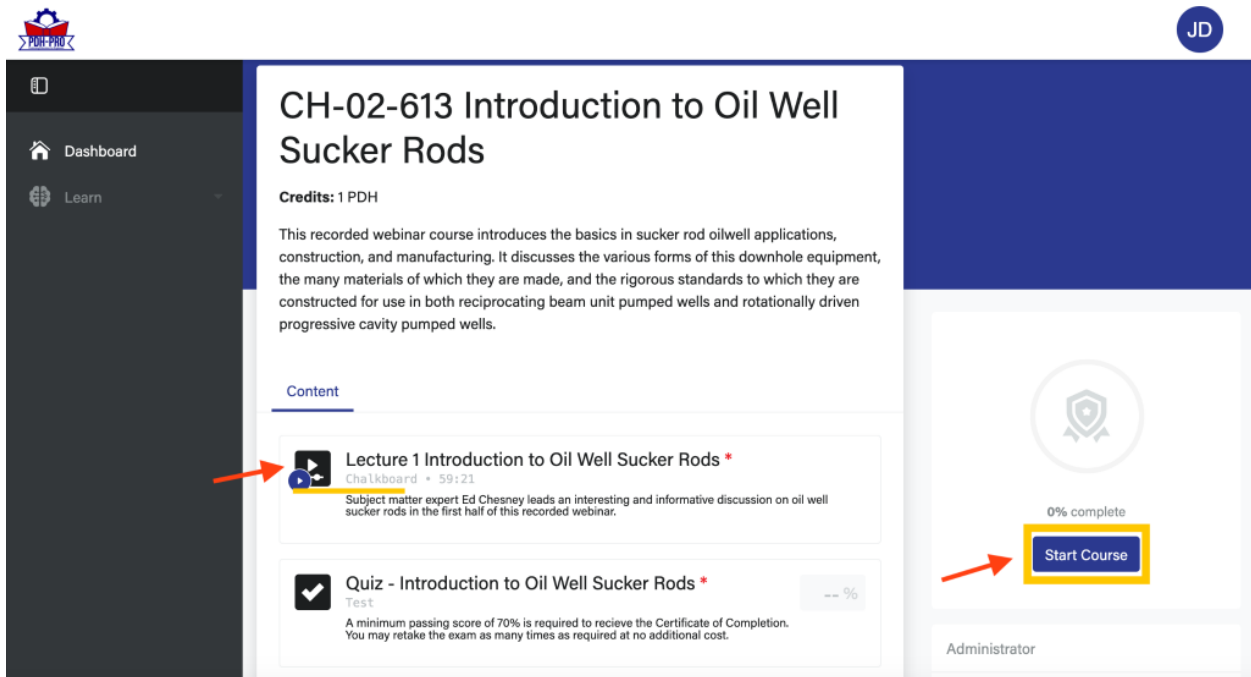


The screenshot shows a user dashboard for 'POH-PRO'. The user's name 'JD' is in the top right. A dark sidebar on the left contains navigation options: Dashboard, Learn, Catalog, and Courses. The 'Courses' option is highlighted in blue with a red arrow pointing to it. The main content area has a light blue header with the text: 'If you just registered for a course you can find it below', 'Continuing Education for Engineers', and three bullet points: 'Quality - Our priority is to deliver current, meaningful training.', 'Value - Our high quality courses are offered at very competitive prices.', and 'Ease of Use - We strive to make the learning process convenient and simple.' Below this is another bullet point: 'Convenience - Receive your Certificate of Completion immediately'. The main content area also features a search bar, a 'All Categories' dropdown, and a list of courses. The first course is 'CH-02-100 Biofuels Action Plan' with a credit of '4PDH'. The course title and a small circular icon are highlighted with a red arrow.

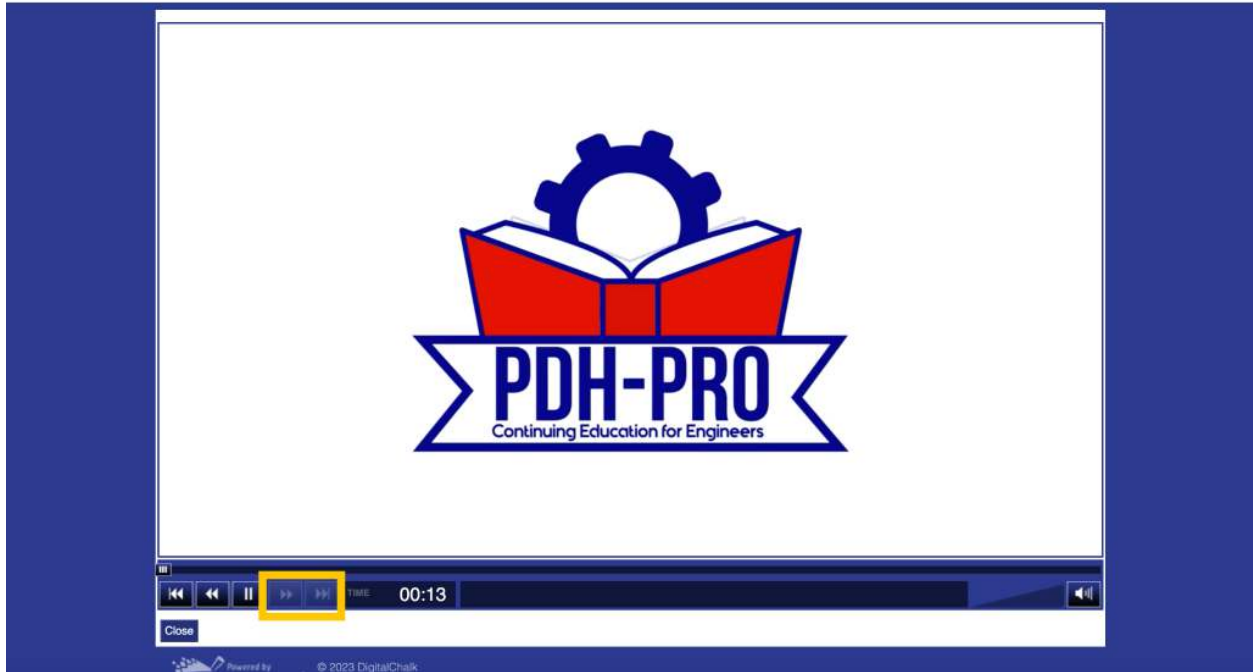
2. Scroll down and click the **Course Title** or **Completion Circle Icon** to begin taking your course:



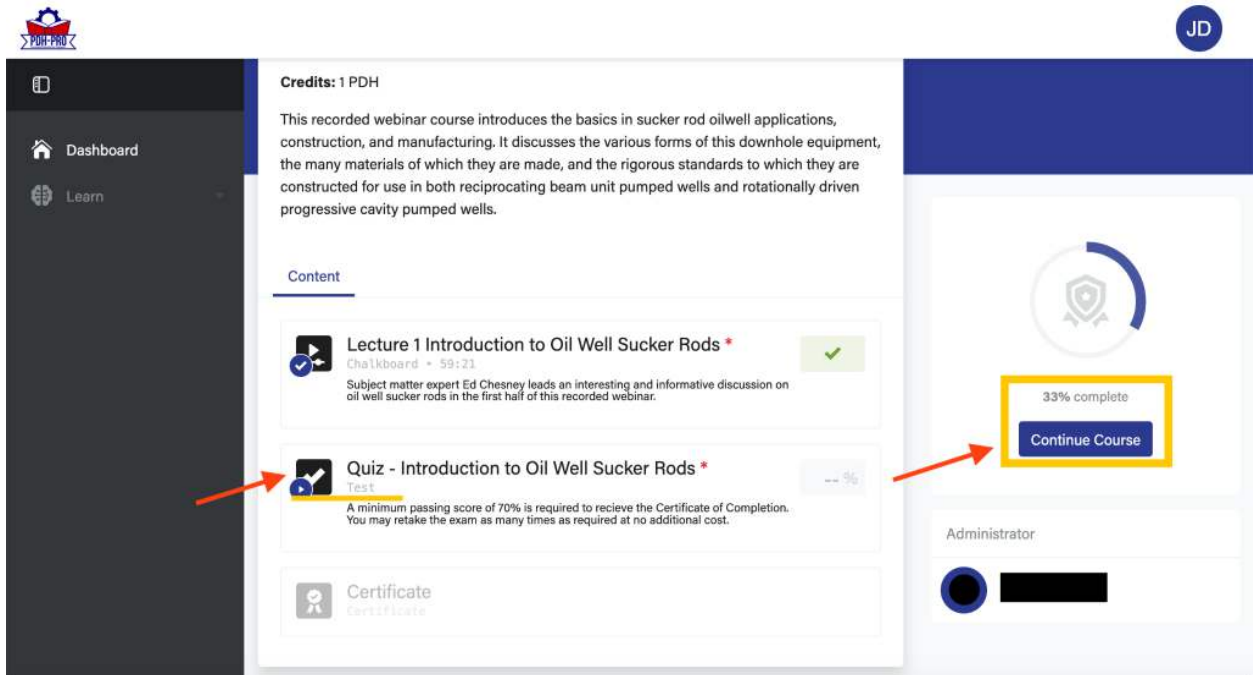
3. Once in the course, you'll be able to start your course through the **Start Course** button or **Play Button Icon**. You must click and watch the recorded lecture/webinar to access the Exam. Your certificate of completion will be available once you pass the Exam:



4. Timed and monitored courses do not allow you to skip ahead at all, you must watch the entire course:

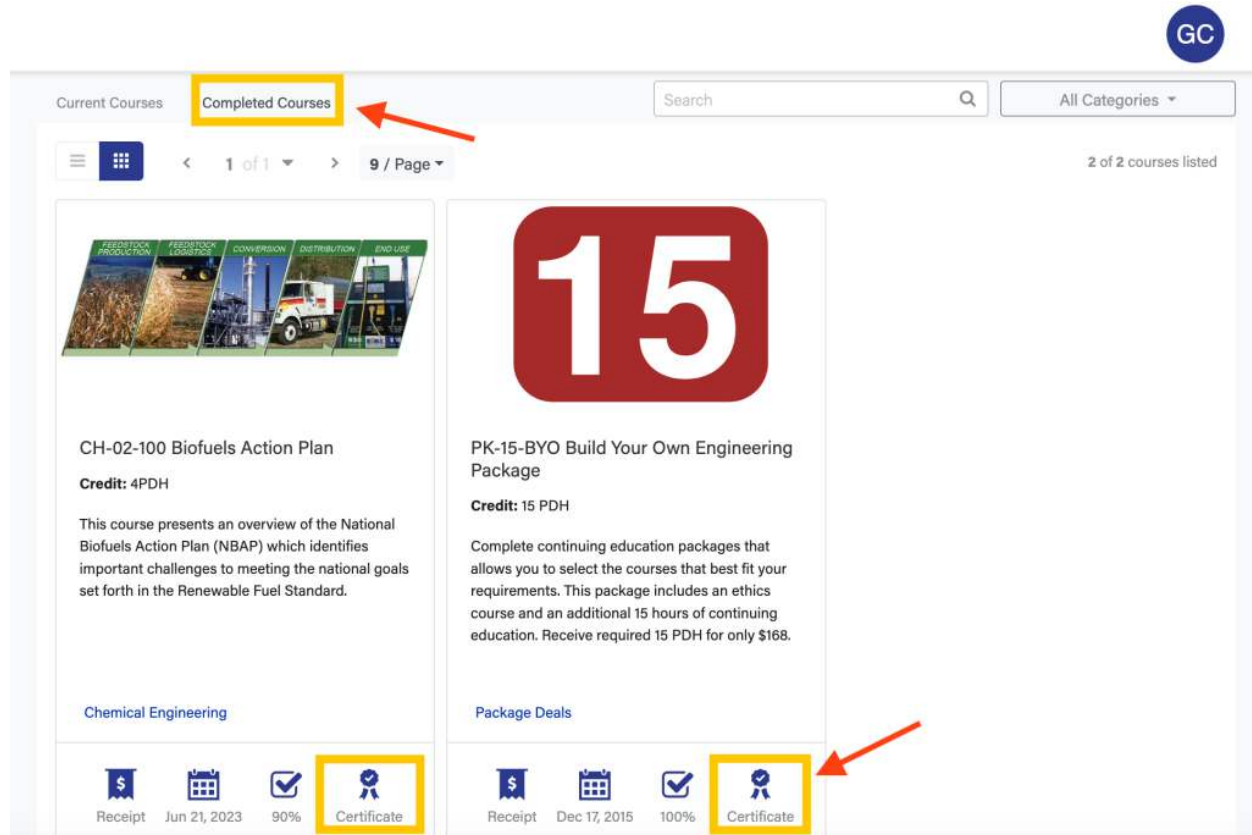


5. Once you've watched the Lecture you will be able to take the exam by clicking the **Continue Course** button or the **Checkmark Icon**:



Step 5: See Certificates of Completion You've Earned

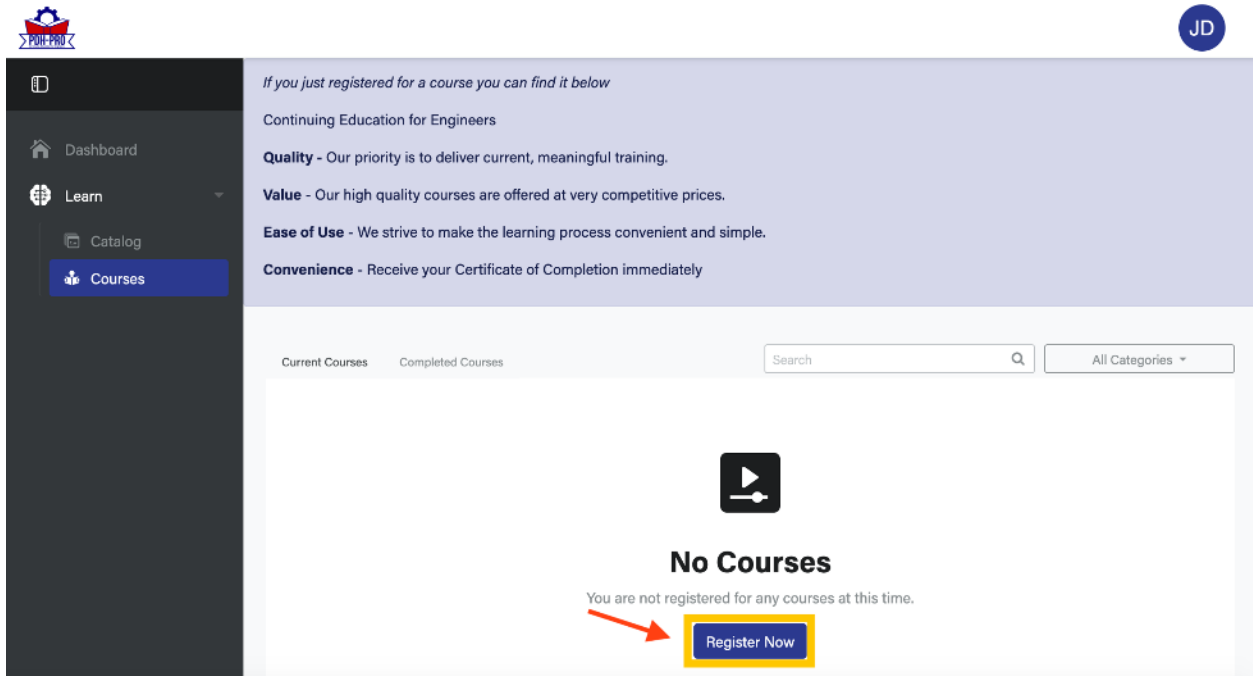
1. Under **Learning > Courses** you can select the **Completed Courses** tab to see all the courses you've earned certificates of completion for. To view and download your certificate, click the **Ribbon Icon**:



The screenshot shows a user interface for a course completion page. At the top right, there is a circular logo with the letters "GC". Below it, there are two tabs: "Current Courses" and "Completed Courses", with the latter highlighted in yellow and an arrow pointing to it. A search bar and a dropdown menu for "All Categories" are also visible. Below the tabs, there is a navigation bar with a menu icon, a page indicator "1 of 1", and a page number "9 / Page". The main content area displays two course cards. The first card is for "CH-02-100 Biofuels Action Plan" with a credit of 4PDH. It features a banner image with five stages: FEEDSTOCK PRODUCTION, FEEDSTOCK LOGISTICS, CONVERSION, DISTRIBUTION, and END USE. The second card is for "PK-15-BYO Build Your Own Engineering Package" with a credit of 15 PDH, featuring a large red "15" icon. Both cards have a ribbon icon at the bottom, which is highlighted in yellow with an arrow. The ribbon icons are labeled "Certificate".

Step 6: Browse More Courses

1. When logged into your account: click **Register Now** if you want to browse our complete course catalog:



2. You can browse our Packages and Courses easily on your account:

