## How to Take the Exam & Obtain Your Certificate

- After you've watched the on-demand webinar, please click on the "Take Exam" button.
  - You'll be prompted to enter your Trust Exclusive Access username and password.
    - If you do not have an account, you will be prompted to create one.
      - You will need your Trust policy number and the email associated with your Trust policy.
      - Please Note: These credentials are not the same as your insurance policy credentials. It's also different from any account that you have with BeaconLive.
      - If you have to reset your password, please check your spam filter for the reset email.
- Begin the exam.
  - You need to get a score of 75% or higher to pass.
    - You may leave this exam and resume later. Login to your CE account page and look under 'My Continuing Education' to resume the exam.
- Your certificate will be <u>emailed</u> to you once you've passed the exam. You'll also be prompted to fill out an evaluation.
- You'll earn the noted number of CE credit hours. It can be combined with other CE credit hours for a total of at least 6 CE hours to become eligible for a 10%-15% discount on your Trust Sponsored Professional Liability insurance premium. Please remember to submit your CE certificates when you renew your policy.

