

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!