

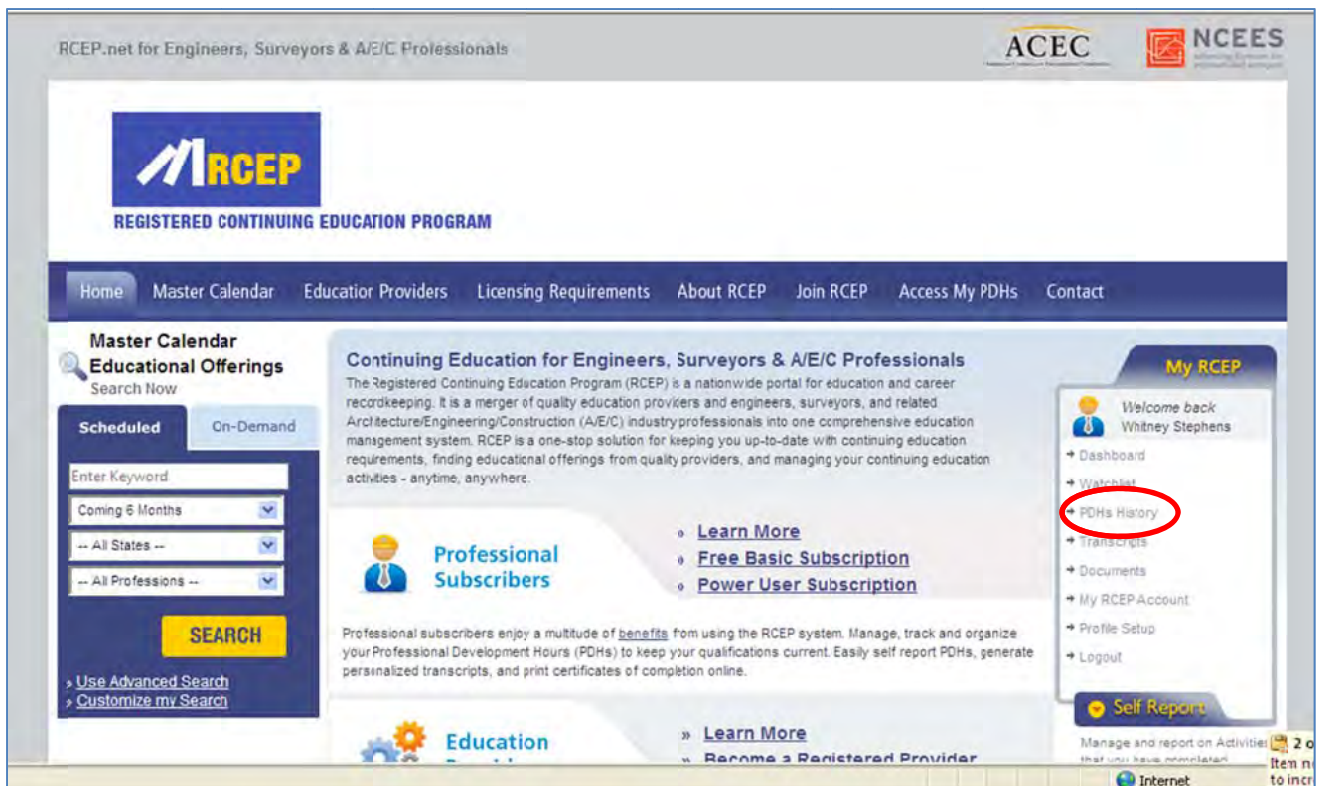
Guide to Accessing your PDH Certificate Through RCEP.net

Following a PCI webinar, we will submit your information to RCEP.net for PDHs. If you do not already have a RCEP.net account, you will receive an e-mail about a week after the webinar letting you know an account was created for you and that your certificate is ready for download. The e-mail will include your username (your e-mail address) and a password. The e-mail will come from RCEP (rcepp@ncees.org).

If you already have an RCEP.net account, your certificate will be ready for download from your RCEP.net account about a week following the webinar.

To access your PDH certificate through RCEP.net, go to RCEP.net and enter your log in information.

You will see a box on the right-hand side of the page that includes a bullet, "PDH History." Click on this.



You will be taken to the screen below. Under "Search Your PDHs Activities" enter the dates you would like to search. The default setting is six months. Click

“Search.”

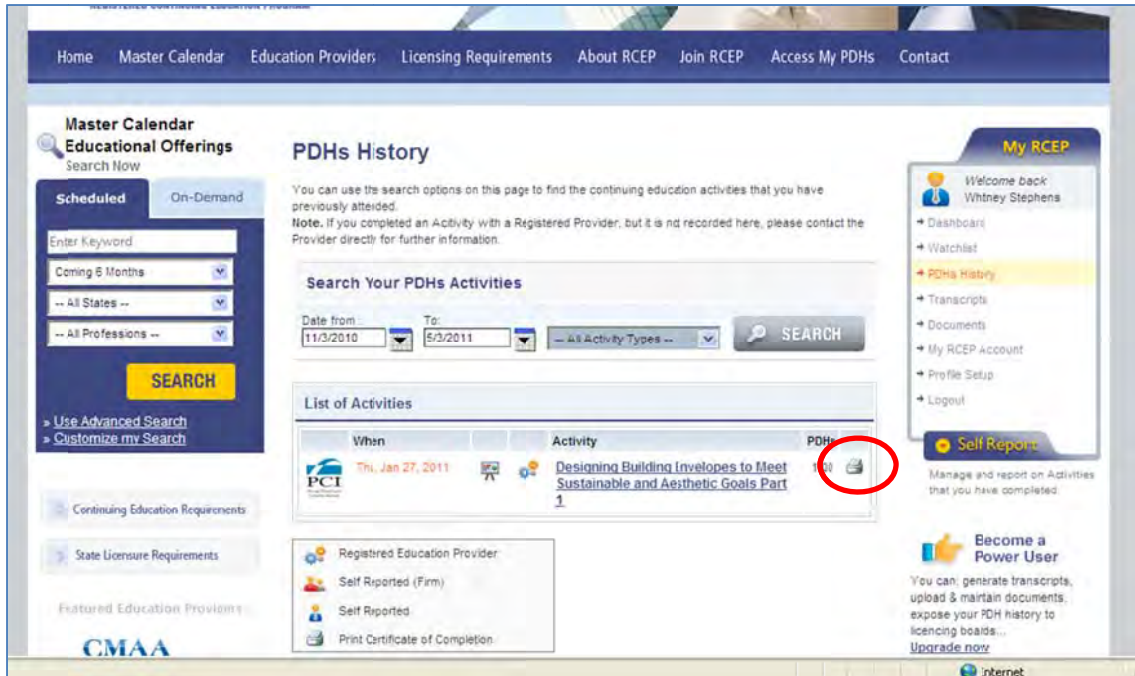
The screenshot shows the RCEP website's 'PDHs History' page. The navigation bar includes 'Home', 'Master Calendar', 'Education Providers', 'Licensing Requirements', 'About RCEP', 'Join RCEP', 'Access My PDHs', and 'Contact'. The main content area features a search box titled 'Search Your PDHs Activities' with fields for 'Date from' (11/3/2010), 'To' (5/3/2011), and 'All Activity Types'. A red circle highlights this search area. Below the search box, there are links for 'Registered Education Provider', 'Self Reported (Firm)', 'Self Reported', and 'Print Certificate of Completion'. The right sidebar contains a 'My RCEP' section with a welcome message for Whitney Stephens and a list of navigation options including 'Dashboard', 'Watchlist', 'PDHs History', 'Transcripts', 'Documents', 'My RCEP Account', 'Profile Setup', and 'Logout'. There is also a 'Self Report' section and a 'Become a Power User' section.

A list of your recent webinars will appear.

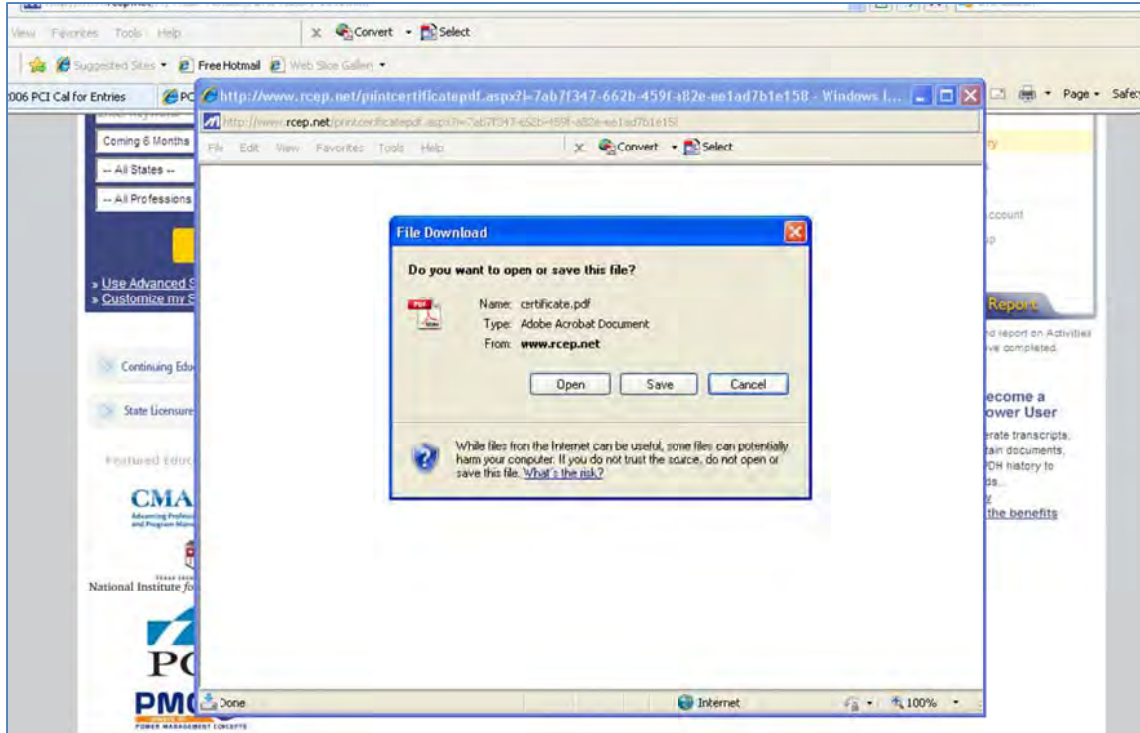
The screenshot shows the RCEP website's 'PDHs History' page with search results. The search criteria are the same as in the previous screenshot. A red circle highlights the search results table. The table has three columns: 'When', 'Activity', and 'PDHs'. The first row shows a webinar from PCI on 'Thu, Jan 27, 2011' titled 'Designing Building Envelopes to Meet Sustainable and Aesthetic Goals Part 1' with 1.00 PDHs. Below the table, there are links for 'Registered Education Provider', 'Self Reported (Firm)', 'Self Reported', and 'Print Certificate of Completion'. The right sidebar is identical to the previous screenshot.

When	Activity	PDHs
Thu, Jan 27, 2011	Designing Building Envelopes to Meet Sustainable and Aesthetic Goals Part 1	1.00

Click the print icon next to the certificate you would like to access.



A box will appear asking if you would like to open or save the certificate. Click either "open" or "save" based on your preference. Please note, the certificates are PDF files and require Adobe Reader to view.



You will then be able to print or save your certificate.