



CRP Course Instructions

Welcome to the Certified Recognition Professional (CRP) program! You are about to embark on a self-guided course, which is divided into several modules, each of which will be followed by a 25-question OPEN BOOK exam. Here are some key points about the course before you begin:

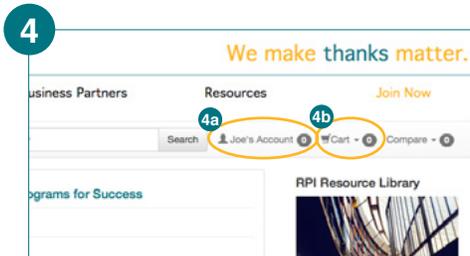
How to get to the courses:

1. Visit the RPI website, www.recognition.org.
2. Click on the Resources tab at the top of any page. **1** Click on the RPI Learning Center option.
3. On the next page on the Access the RPI Learning Center button. **2**
4. From here, you'll see the courses available. We recommend you sign in to the Learning Center. Enter your RPI username and password. If you do not remember them, there is a link to recover your username and password. You will need access to the email RPI has on file to recover this information. If you have difficulty on this step, please contact our offices at (651) 290-7490.

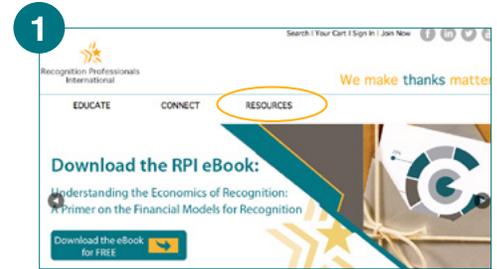
Purchasing a Course

For any course that requires you to purchase it for access, there is a green button you will see once you click on a course that says, "Add to Cart." **3** You may select that to be taken to a purchase page. If you need to edit the items in your cart, you can use the Your Cart link located at the top of every page. **4b**

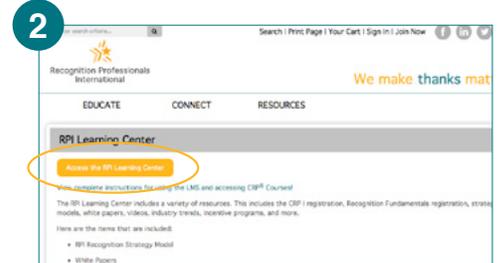
Once you purchase the course, it will be added to your profile in the Learning Center. You can find it under your name next to the search bar at the top. **4a** Under that, you'll see all the courses available to you. For any courses that you have not completed, you will see an indicator that the course is incomplete. You will need to access the course to see what is still missing to complete it.



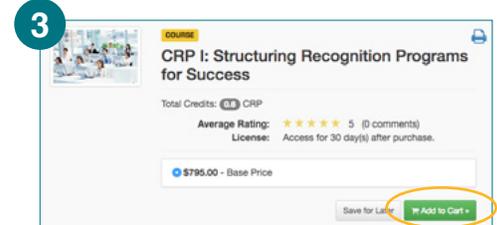
Access your account profile and purchased courses under your account link; and see your Cart under the Cart link.



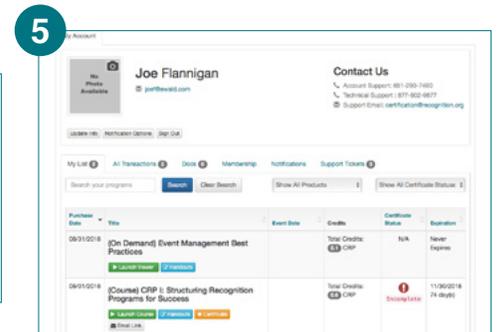
Under the Resources tab is a link to the Learning Center.



To access the RPI Learning Center, click on the teal box.



Look for the Add to Cart button to purchase any course. If the course is free, or already purchased this button will not show. You will see a note at the top that you already bought it and it will be available in your profile.



Your Learning Center Profile

Learning Guides

First, you will want to download and print the learning guide for each course before you begin. After launching the course, you can access the learning guide in the required reading section of each course, and you'll want to have it handy to fill in worksheets throughout the course. **1**

It will also serve as a preparation tool for the post-course exam, and you'll also want to keep it for further reference.

How to navigate through the courses

When you launch each CRP module, make sure the screen size allows you to see the navigation bar at the bottom of the screen. **2**

You may advance to the next slide or return to the previous slide via the arrows in the bottom, left corner of the navigation bar. **2** Please keep in mind, you'll want to go through each slide thoroughly to take advantage of the content, activities, and progress checks.

Also on the navigation bar, on the right-hand side, you'll see a CC **3**, which, if you click on it, will show closed captioning, so you can read along with the narration.

You may also pause/close the course at any time, and resume where you left off.



once you complete a module, you can close the course and return to the classroom. **1** You can select the next course under the course modules tab.

Most modules conclude with a series of Progress Check questions. These are also in your learning guide, and they will aid you on the key concepts that may be in the exam. The Progress Checks will start automatically — without any narration — and you'll want to fill in the answers in your learning guide. As mentioned previously, you can download the learning guide from the required reading tab. **1**

The exam

Each course is followed by a 25-question multiple choice exam.

You need to receive 80% correct to receive a passing score.

This is an OPEN BOOK exam. You will need to complete it within 30 minutes. In the event you do not finish in 30 minutes, your score



will be calculated on the questions answered.

If you do not pass the exam on the first try, you will be given one other opportunity to take the test.

Following successful completion of each course, you will receive a certificate of completion. This will be available in the Grades area for each completed course. Look for the Certificate link below the title of a course. This might take a day or so to show up after successful completion. If, after a day, you do not see the certificate link, please contact us at (651) 290-7490.

Following successful completion of all four courses (CRP I, CRP II, CRP III, and CRP IV), you will receive a congratulatory email, and within three months, you will receive your official CRP certification packet.

If you have any technical difficulties or general questions about the course, please contact RPI at (651) 290-7490.