

## How to Sign-Up for the Online Risk Management Course

1. Go to the PPP website – [www.protectorplan.com](http://www.protectorplan.com)
2. Click on the “Risk Management” tab near the top of the page. You can read about the course and its materials by clicking on the "Online Continuing Education" option.
3. To register, click on the box that says “Get started...enroll now!”  

4. After clicking, you will be directed to a new website where it will show the course title, “CNA HealthPro Dental Professional Liability Risk Management Program.” There is a box below the title that says “Buy.” Put the number of tests you would like to order in the box and click “Order.”
5. You are now seeing your the page to Review Your Cart. Since you are a PPP insured, you will get a discount on the course. Scroll down to where it says “If you have received a coupon code, please enter here.” Enter your name in the first box. In the “Coupon Code 1” box, enter the following: **PPP\*code-15RM** (this code is valid until 1/15/16 – please contact our office for a new code after that date.)
6. Click “Update Cart.” This will adjust the price from \$120 to \$60 per course.
7. Click “Proceed to Payment.”
8. You will be asked to create an account first before you make the actual payment. Click "Create a New Account."
9. Enter your information, check the box agreeing to the terms and conditions, and click “Sign up.”  
**Remember your username and password so you may access your course in the future.**
10. You can pay using your credit card. Enter your credit card information and click "Place your order."
11. Once you have confirmed your payment, you will be redirected to the Thank You Page that shows your order is complete. Click "Continue."
12. There is a standard page where a request to share your course on social media is shown. Please disregard if you do not like to share, and click "Go To My Courses. "
13. Your course is automatically distributed to your account on Coggnio. Click "Play" to begin your course.
14. There will be a short exam that follows each of the 5 modules. Participants who complete the course by scoring 75% or greater in each of the module examinations will be awarded a total of 8 hours of dental CE credit. You must complete the Preliminary Survey and the Final Survey to receive your certificate of completion. You will be emailed a certificate of completion to keep for your records.
15. Your completion will automatically be received by the insurance company. They will then apply the 7.5% discount towards your professional liability premium. You may also fax your certificate of completion to get the credit added to your policy sooner. You can fax the certificate to 414-277-1124.
16. Your credit is good for 3 years – we will notify you when it is near expiration so that you may take the course again if you would like.

## Items to be aware of while taking the course

1. This is an 8 hour course. It does take 8 hours to complete the 5 modules.
2. To exit the modules, click pause then save and exit; do not click the red "x."
3. The final survey is required to complete the course and receive your CE certificate and premium credit.
4. It may take 24-48 hours to receive your CE certificate. Your certificate will be under the "my certificates" link.
5. If you are experiencing difficulties, please use the course help tab and/or email [support@coggnio.com](mailto:support@coggnio.com). Please allow up to 24 hours for a response.

If you have any further questions, please call our office at 800-637-4676.



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