

# Instructions

Instructions for purchasing and completing the Initial Training in Mammography Program

You will be required to register using your email address and a password. Upon registration you will receive an email with a link confirming your account. Clicking on the link will return you to the store to complete your profile and register for the Initial Training Mammography Program. Please provide your ARRT number. Florida residents must enter their state license number in the profile. Puerto Rico residents should provide their PR license number.

Once registered in the Learning Center you may make secure purchases with a credit card, debit card, or through your PayPal account. To view a sample course, Imaging Breast Implants, visit the store. You do not need an account to view the sample course. It is recommended that the user complete the course within 6 months following enrollment.

Select the Initial Training in Mammography Program Learning Path – Add to cart – proceed to check out.

Review your purchase in the shopping cart – Proceed to Payment screen.

Next, confirm your country and state.

Then checkout; select PayPal, debit or credit card – Enter payment information – Review your shopping cart and complete purchase or cancel order.

Your order has now been processed and you are enrolled for the Initial Training in Mammography Program.

You will be returned to your account Dashboard to begin the course. Launching will display the course content page. Please start by reading the course completion instructions.

## **Course completion instructions:**

Each interactive, self-directed course contains 2 modules. The 1st module is the course content. The 2nd module is the exam. After reading the course proceed to the second module. Complete the exam and submit your responses. Upon successful completion, you will be able to review your answers. If you would like to use the course material as a reference while completing the exam, it will be necessary to download the course to your device since the course and exam cannot be open at the same time in the Learning

Center portal. The course document may be adjusted by using the toolbar at the top of the panel. You may enlarge, go full screen or download the document.

Complete the courses at your own pace. Your courses will be fully accessible under your account. Your current and completed courses are available under your User Enrollments.

Your Certificate of Completion is available for printing following successful completion of the course. An official certificate will be emailed or mailed if you provide an address in your profile.

Please inspect your certificate to verify that it is correct. It is important that you keep the certificate in a safe place. You will need to provide the AHRA course reference numbers located under the course names to the ARRT and your state governing body when you apply for renewal as proof of approved continuing education credit. Florida Mammographers will use the FLDOH approval number when renewing their state license.

**Payment options:**

We recommend paying by credit card and enrolling the user at the time of payment.

For payments by check or purchase order:

Once the check or purchase order is received we will enroll the user in the Learning Path for the Initial Training Course for Mammography. Please provide the participants name, address and email address. The participant will receive an email invite informing them of enrollment in the Learning Path for Initial Training Course for Mammography.