

Earn Risk Management credit on your premium renewal*

2-3 CME	5% credit for one year
4-5 CME	5% credit for two years
6 CME	5% credit for three years

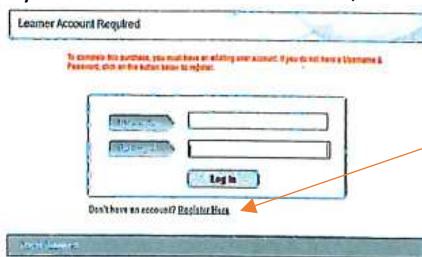
1. Click [HERE](#), and you will be directed the landing page for The Sullivan Group.



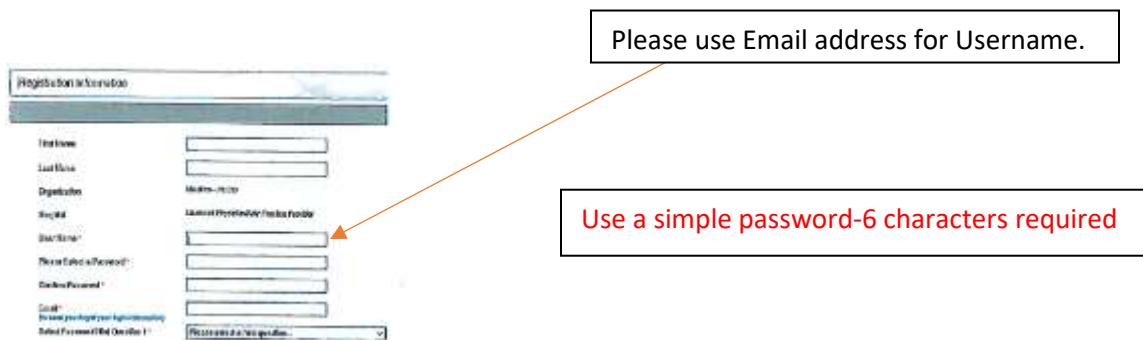
2. Click Purchase Courses.
3. Select Licensed Physician/Adv Practice Provider from drop down menu.



4. Click Continue
5. Select the courses that you would like to complete.
6. Select Add to Cart
7. Select Check Out
8. If you do not have an account, click "Don't have an account? [Register Here](#)".

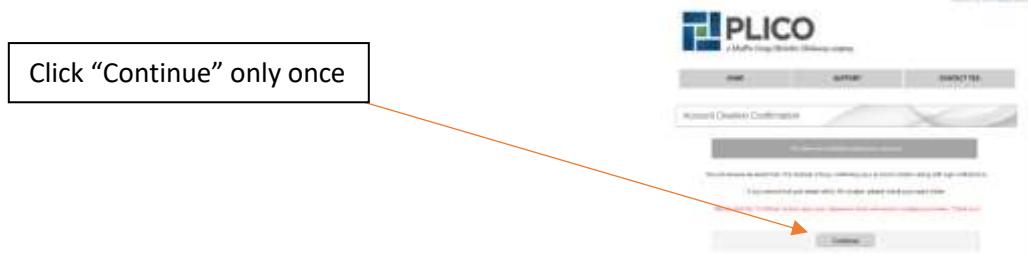


9. For ease, **PLEASE use your EMAIL ADDRESS as your Username.**



10. Complete all fields of registration form and click **Register** at the bottom of the page.

11. You will receive this notification:



Click "Continue" only once

The screenshot shows the PLICO website with a "Welcome" message: "Welcome to The Sullivan Group's online education! You have successfully created your account and can now log in to our site and view your courses." Below this is a "Continue" button with an orange arrow pointing to it.

12. Email confirmation should come within 5-10 minutes. If you do not receive it, please check your SPAM or JUNK folders. One email will be an invoice and one will be a welcome email that has your username and the link to log in to courses.



The screenshot shows an email from "The Sullivan Group" with the subject "Welcome to The Sullivan Group's online education". The email body contains a "Course Login" link: "Go to http://www.sullivangroup.com/learn/yourcourses_login.aspx?username=...". An orange arrow points to this link.

13. Click on link to Course Login page.



The screenshot shows the "Course Login" page. It features a "Log In" button with an orange arrow pointing to it. Below the button, there is a note: "Not yet created a course? Click here to learn how to create a course." At the bottom, there is a "Forgot Password?" link.

14. Click Log in or use the Forgot Password link if needed.

15. Go to My Courses



The screenshot shows the "My Courses" page. At the top, there are three tabs: "My Courses" (highlighted with an orange arrow), "My Wishlist", and "My Account". Below the tabs, there is a table with course information. One row in the table is highlighted with a red box, showing a course titled "Introduction to Microsoft Word".

16. Select the course that you want to complete. Complete each lesson. At the end of each lesson, click Continue or Log Out.



The screenshot shows a course completion page. At the top, there is a logo for 'THE SULLIVAN GROUP' and a navigation bar with 'Logout' and 'Log Out'. Below the navigation bar, the text 'Essentials of Patient Safety - CME' is displayed. A blue header bar indicates the current lesson: 'Lesson 3: Adverse Events, Root Cause Analysis'. A message below the header states 'You have reached the end of this lesson.' At the bottom of the page are two buttons: 'Continue' and 'Log Out'.

17. When all lessons are completed, you will see the bibliography page.



The screenshot shows a bibliography page for a completed course. At the top, there is a logo for 'THE SULLIVAN GROUP' and a navigation bar with 'Logout' and 'Log Out'. Below the navigation bar, the text 'Essentials of Patient Safety - CME' is displayed. A blue header bar indicates the current lesson: 'Lesson 10: Bibliography'. A red 'ATTENTION!' section contains the following text: 'This is NOT the end of the course. In order to receive your credit, you must click the **Next** button (located at the bottom of the page). The **Results** page will appear. After viewing your score, click the **Continue** button on the bottom of the **Results** page.' Below this, it says 'If you passed, you need to fill out the course survey, the CME information page, and then you will have an opportunity to view / print your certificate.' A note states 'Failure to do this will result in lost or corrupt data and will delay your CME processing.' It also mentions 'If you did not pass the course, you will be returned to the **Home** page. You are allowed to retake the course up to 2 times.' At the bottom, it says 'Wadher RM. Understanding Patient Safety. 2nd ed. New York, NY: McGraw-Hill; 2012.' A blue footer bar at the bottom of the page includes buttons for 'Print to PDF', 'Next >', and 'Page 1 of 1'.

18. You must select Next and complete the survey and request your certificate or the course **IS NOT COMPLETE**, and you **WILL NOT** receive credit.

19. On subsequent visits, click [HERE](#) and sign in with the email/username and the password you have created.

*Online modules should be completed 60 days prior to renewal to ensure appropriate credit.

Call 405.815.4803 option 5 for assistance