

Step by Step Procedure to obtain AnytimeCE Certificate of Completion.

Step 1.

Log into www.AnytimeCE.com

The screenshot shows the AnytimeCE.com website in a Windows Internet Explorer browser window. The browser's address bar displays <http://www.anytimece.com/index.shtml>. The website header includes the logo "AnytimeCE.com" and the tagline "Online CEU Courses for the Plumbing, Electrical & HVAC Trades". A navigation menu on the left lists various options such as "Home", "1st Time Users- How it Works", "Courses By States", "CEU Requirements", "AHJ Contact Information", "Help and Frequently Asked?", "Download Course Quiz Questions and Codes (2006 UPC-WACS-RCWS)", "Classified Section", "Contact AnytimeCE", "Current or Returning Student Login", "Lost ID? Lost Password? Other Login Problems?", and "Site Map". The main content area features a map of the United States with buttons for each state. A callout box with an arrow points to the "Current or Returning Student Login" link. Below the map, a banner advertises "4 hours of training starting at \$59.50" for Alabama, Montana, Oregon, and Washington. At the bottom, a process flow diagram shows the steps: "Choosing the right state", "Choosing the right trade", "Finding the right course for you", "Trying a free sample", "Registration", "Billing", and "Taking the course".

Click on the link: "Current or Returning Student Login"

Step 2.

Click on the "Top Button" on link on the page that appears.

The screenshot shows a Windows Internet Explorer browser window displaying the AnytimeCE.com website. The browser's address bar shows the URL <http://www.anytimece.com/choice.shtml>. The website header features the logo "AnytimeCE.com" and the tagline "Online CEU Courses for the Plumbing, Electrical & HVAC Trades". A navigation menu on the left includes links for Home, 1st Time Users- How it Works, Courses By States, CEU Requirements, AHJ Contact Information, Help and Frequently Asked?, Download Course Quiz Questions and Codes (2006 UPC-WACS-RCWS), Classified Section, Contact AnytimeCE, Current or Returning Student Login, Lost ID? Lost Password? Other Login Problems?, and Site Map. A security badge from digicert is visible at the bottom left of the page. The main content area contains three prominent buttons, each with a blue checkmark icon and the text "Click here:" followed by a call to action:

- Click here:** To start or continue a previously purchased course.
- Click here:** To purchase a new course or package
- Click here:** If you have forgotten your ID or password

Step 3.

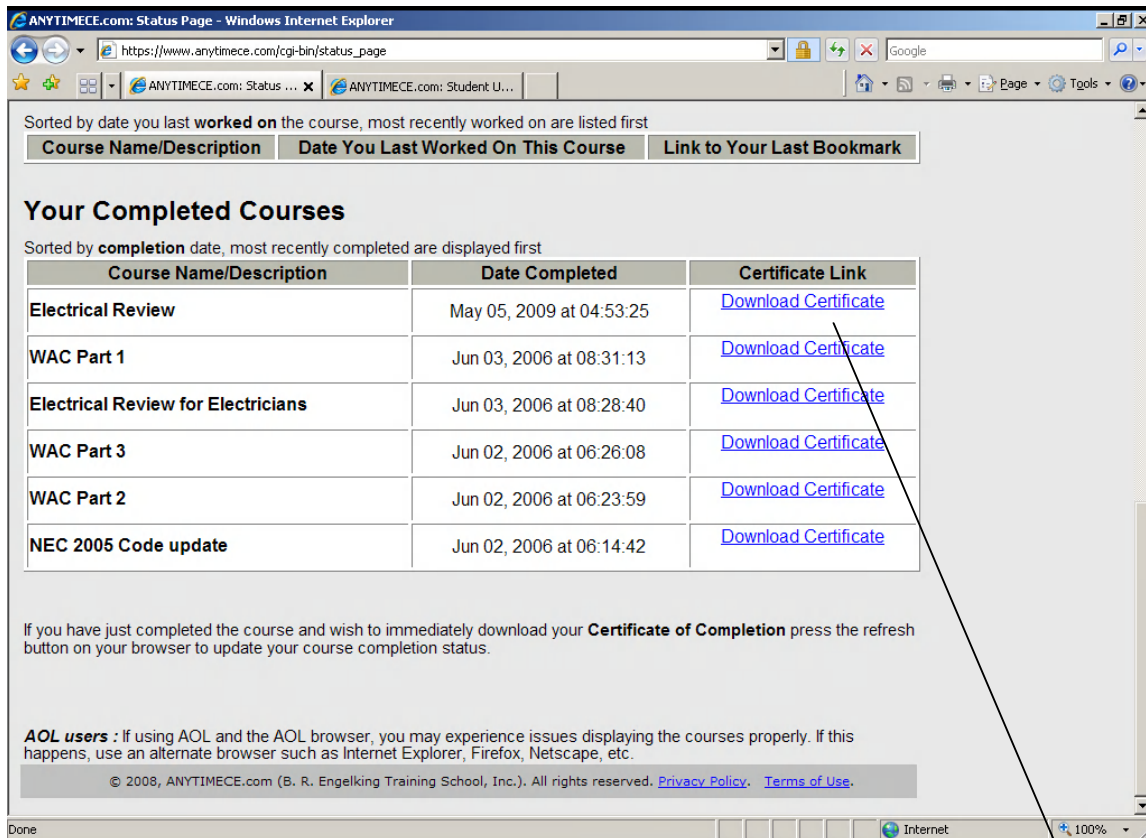
Log in with Student ID For Example, we will use the following: ID: ENGEXX234M
Password: 1resetme2



The screenshot shows a Windows Internet Explorer browser window displaying the AnytimeCE.com login page. The browser's address bar shows the URL <http://www.anytimece.com/log-on/course/login>. The page features a banner with the text "AnytimeCE.com" and "On-Line Training for the Skilled Trades". Below the banner, there is a navigation menu with links for HOME, HELP/FAQ, LOGIN PROBLEMS, and STUDENT LOGIN. The main content area includes a "COURSE: LOGIN" section and a "RETURNING STUDENTS" section. The "RETURNING STUDENTS" section prompts the user to enter their ID and password. The ID field contains the text "ENGEXX234M" and the password field contains "1resetme2". There are also links for "Forgot your ID?" and "Forgot your password?". A button labeled "Click here after entering ID & Password" is located below the login fields. The footer of the page contains copyright information: "© 2004, ANYTIMECE.COM (B. R. ENGELHONG TRAINING SCHOOL, INC.). All rights reserved. [Privacy Policy](#) [Terms of Use](#)".

Step 5.

Scroll down to the bottom of the status page to the section : Your Completed Courses.



Sorted by date you last **worked on** the course, most recently worked on are listed first

Course Name/Description	Date You Last Worked On This Course	Link to Your Last Bookmark
-------------------------	-------------------------------------	----------------------------

Your Completed Courses

Sorted by **completion** date, most recently completed are displayed first

Course Name/Description	Date Completed	Certificate Link
Electrical Review	May 05, 2009 at 04:53:25	Download Certificate
WAC Part 1	Jun 03, 2006 at 08:31:13	Download Certificate
Electrical Review for Electricians	Jun 03, 2006 at 08:28:40	Download Certificate
WAC Part 3	Jun 02, 2006 at 06:26:08	Download Certificate
WAC Part 2	Jun 02, 2006 at 06:23:59	Download Certificate
NEC 2005 Code update	Jun 02, 2006 at 06:14:42	Download Certificate

If you have just completed the course and wish to immediately download your **Certificate of Completion** press the refresh button on your browser to update your course completion status.

AOL users : If using AOL and the AOL browser, you may experience issues displaying the courses properly. If this happens, use an alternate browser such as Internet Explorer, Firefox, Netscape, etc.

© 2008, ANYTIMECE.com (B. R. Engelking Training School, Inc.). All rights reserved. [Privacy Policy](#). [Terms of Use](#).

Click on Download Certificate link for the certificate for the course is to be downloaded.

Step 6. Feedback Options



The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: https://www.anytimece.com/cgi-bin/feedback_choice?WWAC2_SC. The page content includes a header banner with the following text: **AnytimeCE.com**, *"On-Line Training for the Skilled Trades"*, and **B.R. ENGELKING TRAINING SCHOOL**, 23024 Brier Road, Lynnwood, WA. 98036. Below the banner, the main text asks: **Would you be interested in participating in a brief 6 question survey that will help us better serve you in the future?** There are two buttons: **Yes, I would like to give you feedback** and **No, generate my certificate now**. At the bottom, a footer contains the copyright notice: © 2008, ANYTIMECE.com (B. R. Engelking Training School, Inc.). All rights reserved. [Privacy Policy](#). [Terms of Use](#).

At this point, the student has the opportunity to generate a feedback report to the instructor on the course.

If the student would like to get a course feedback the "Yes, I would like to give you feedback" button is selected, if not, the "No generate my certificate now" button is selected.

Step 7.

ANYTIMECE.com: Feedback Form - Windows Internet Explorer

https://www.anytimece.com/cgi-bin/feedback_form?WEER_SC

Google

ANYTIMECE.com: Feedb... x ANYTIMECE.com: Student U...

Referred by co-worker
 Don't recall

4. What other courses would you like to see offered?

More New Mexico Electrical courses

5. Overall rating of course?

Poor
 Fair
 OK
 Good
 Exceptional

6. Any other comments, ideas or thoughts are appreciated

Great course with lots of illustrations
Easy to understand.
Keep up the good work!!!

Thank you for helping us, we appreciate your time and input in helping us to improve these courses. -- The Staff at AnytimeCE

Now click **SUBMIT** to send your feedback and generate your course completion certificate!

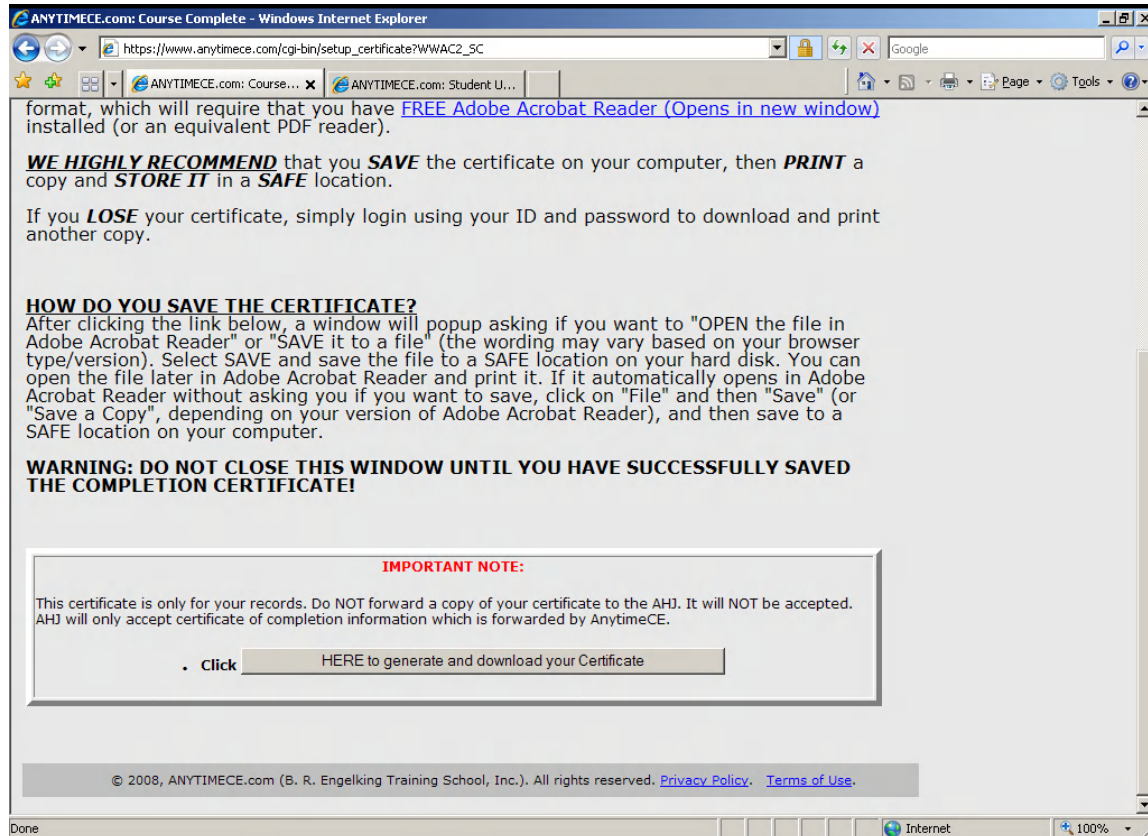
© 2008, ANYTIMECE.com (B. R. Engelking Training School, Inc.). All rights reserved. [Privacy Policy](#). [Terms of Use](#).

Done Internet 100%

At the end of the feedback form, the student clicks on submit.

Step 8.

Upon clicking on the “Submit” button in the above illustration or by directly clicking on the “No generate my certificate now “ button in Step 7, the following screen appears.



format, which will require that you have [FREE Adobe Acrobat Reader \(Opens in new window\)](#) installed (or an equivalent PDF reader).

WE HIGHLY RECOMMEND that you ***SAVE*** the certificate on your computer, then ***PRINT*** a copy and ***STORE IT*** in a ***SAFE*** location.

If you ***LOSE*** your certificate, simply login using your ID and password to download and print another copy.

HOW DO YOU SAVE THE CERTIFICATE?
After clicking the link below, a window will popup asking if you want to "OPEN the file in Adobe Acrobat Reader" or "SAVE it to a file" (the wording may vary based on your browser type/version). Select SAVE and save the file to a SAFE location on your hard disk. You can open the file later in Adobe Acrobat Reader and print it. If it automatically opens in Adobe Acrobat Reader without asking you if you want to save, click on "File" and then "Save" (or "Save a Copy", depending on your version of Adobe Acrobat Reader), and then save to a SAFE location on your computer.

WARNING: DO NOT CLOSE THIS WINDOW UNTIL YOU HAVE SUCCESSFULLY SAVED THE COMPLETION CERTIFICATE!

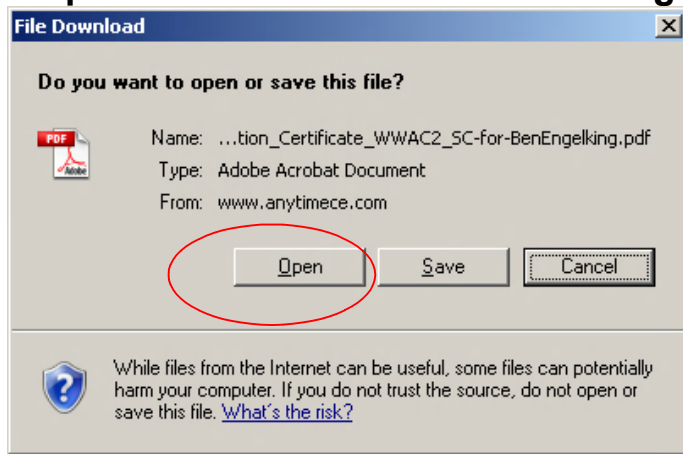
IMPORTANT NOTE:

This certificate is only for your records. Do NOT forward a copy of your certificate to the AHJ. It will NOT be accepted. AHJ will only accept certificate of completion information which is forwarded by AnytimeCE.

. Click

© 2008, ANYTIMECE.com (B. R. Engelking Training School, Inc.). All rights reserved. [Privacy Policy](#). [Terms of Use](#).

Step 9. Click on the “Click HERE to generate and download your Certificate” button.



The student has the option of saving the certificate in a pdf format on the student’s computer, or the certificate can be opened and printed at this time. This example shows the “Open” option being selected.

The Student’s Certificate of Completion opens on the screen and ready for the student to print by clicking on the print icon.

