



Instructions for obtaining PA CE/CLE Credits for Live Webinars

1. Visit www.plta.org and login to your profile (in the upper right-hand corner). If you do not have a profile in our database, click “Register” in the upper right-hand corner to make a profile. Please note: there is no cost to register as a PLTI Education Associate, but there is a nominal fee to take the exam for credit.
2. Once you are logged in, hover over the green “PLTI Learning” tab, the last tab at the top on the right. Then click on the top link, “[PLTI Online Learning](#).”
3. You will now be on our new Online Learning platform. Click on the “[Course Catalog](#)” tab at the top.
4. Scroll down through the available courses (to advance to the next page click on the page number at the bottom) and locate the title of the webinar you have just completed. Click “Buy Now” and follow the steps provided to purchase the course.
5. After you have purchased the course, click the “My Learning” tab at the top.
6. You should see the Exam for your correlating course listed under the “Courses” tab. Click “Launch” to start the exam.
7. Once you click “Launch” it takes you directly into the exam. You will continue through the exam and when you click “Next” on the last question it will come to the Pass/Fail screen.
8. Once on the Pass/Fail screen, make sure to click on the proper links for the PA CE Affidavit, NJ CE Affidavit, and/or the PA or NJ CLE Request to Forward forms to print them out to fill out and send back to PLTI.
9. If you should get out of the Pass/Fail screen without downloading the proper forms, you can also find the forms under the Course description. Click on “My Learning” and go to the “Grades” tab. Click on the exam title and it will come up with the Course description page. Under the “launch” button click the “Resources” tab to find all the forms needed available to download.
10. For **CE credits**, please print the “**Affidavit of Exam Completion**”, complete and have a disinterested party fill out and sign the middle portion of the form.
11. For **CLE credits**, please print the “**Forward to CLE Board**” form and the **Evaluation sheet**, complete and sign.
12. For **both CE and CLE credits**, print all forms, complete and sign.
13. Fax all completed forms to PLTI at (610) 265-5998 or email to info@plta.org.

Please be advised that exams, and therefore CE/CLE credits, are only available for **one (1) week** following the live webinar.

Remember that webinar attendance is free, but a nominal fee will be associated with obtaining the credit.

Any questions, please contact PLTI at (610) 265-5980.

PLTI is an accredited provider for the Pennsylvania Department of Insurance, New Jersey Department of Banking and Insurance, the Pennsylvania Board of Continuing Legal Education and the Board on Continuing Legal Education of the Supreme Court of New Jersey.