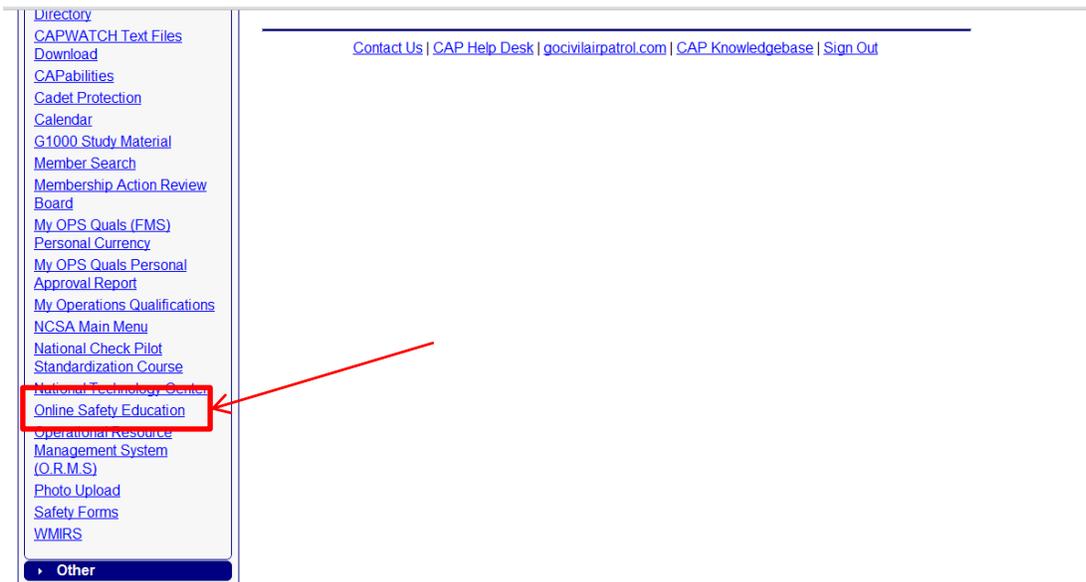


CAP INTRO SAFETY COURSE INSTRUCTIONS

- 1) Below is instruction on how to complete the required safety course for new members. All CAP members must take this course, even if you are already a member.
- 2) Go to www.capnhq.gov
 - a. Login
 - b. If you have not created an account, follow the instructions on the website to create an account.
- 3) Once logged in, scroll down the page. On the left side will be a link that says, "Online Safety Education."



- 4) At the top of the screen, click the "Introduction to CAP Safety Program for New Members" link.

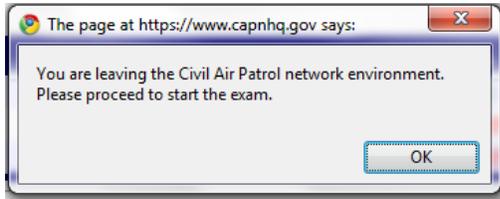
A screenshot of the CAP Online Safety Education page. The page has a dark blue header with the text "Online Safety Education" and "eServices | Sign Out". Below the header is a navigation menu with "About This Application" and "Documentation". The main content area is titled "CAP Online Safety Education" and includes a note: "**Note: If you are using IE8 as your internet browser or Windows Vista, refer to Overview if you are experiencing difficulties." Below this note is a table with three columns: "Required Safety Courses", "Passing Score", and "Status". The first row in this table is "Introduction to CAP Safety Program for New Members" with a passing score of 80 and a status of "NOT TAKEN". A red arrow points to this row. Below this table are two more tables: "Operational Risk Management Courses" and "Elective Monthly Education Courses".

Required Safety Courses	Passing Score	Status	
Introduction to CAP Safety Program for New Members	80	NOT TAKEN	Certificate

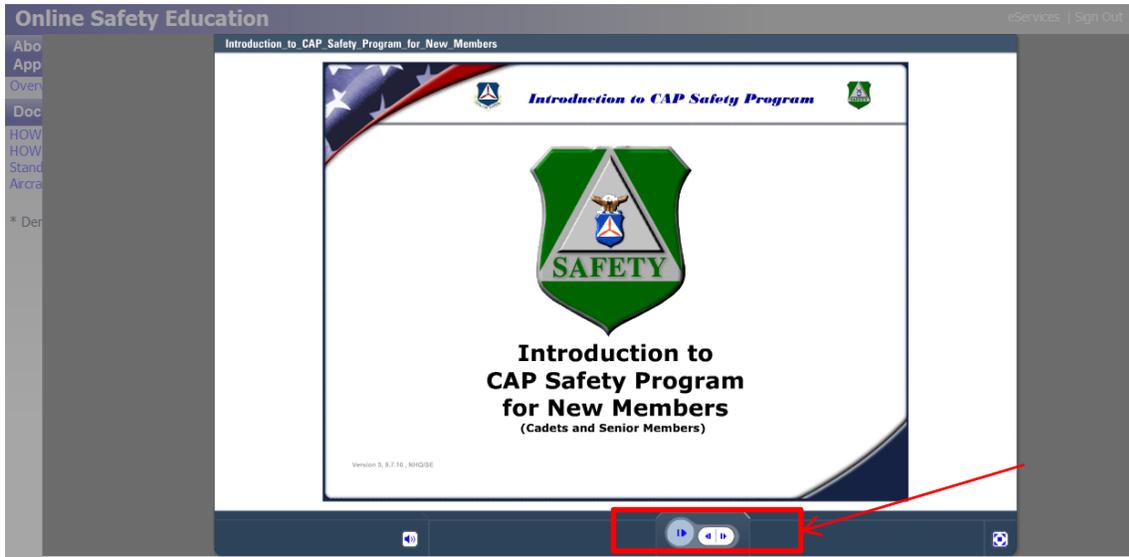
Operational Risk Management Courses	Passing Score	Status	
Basic Operational Risk Management	80	PASSED	Certificate
Intermediate Operational Risk Management	80	NOT TAKEN	Certificate
Advanced Operational Risk Management	80	NOT TAKEN	Certificate

Elective Monthly Education Courses	Passing Score	Status	
Downed Power Lines	80	NOT TAKEN	Certificate
Hurricane Preparedness and Awareness	80	NOT TAKEN	Certificate
Flooding	80	NOT TAKEN	Certificate
Winter Driving Safety	80	NOT TAKEN	Certificate
Wind Chill Index	80	NOT TAKEN	Certificate
Spatial Disorientation	80	NOT TAKEN	Certificate

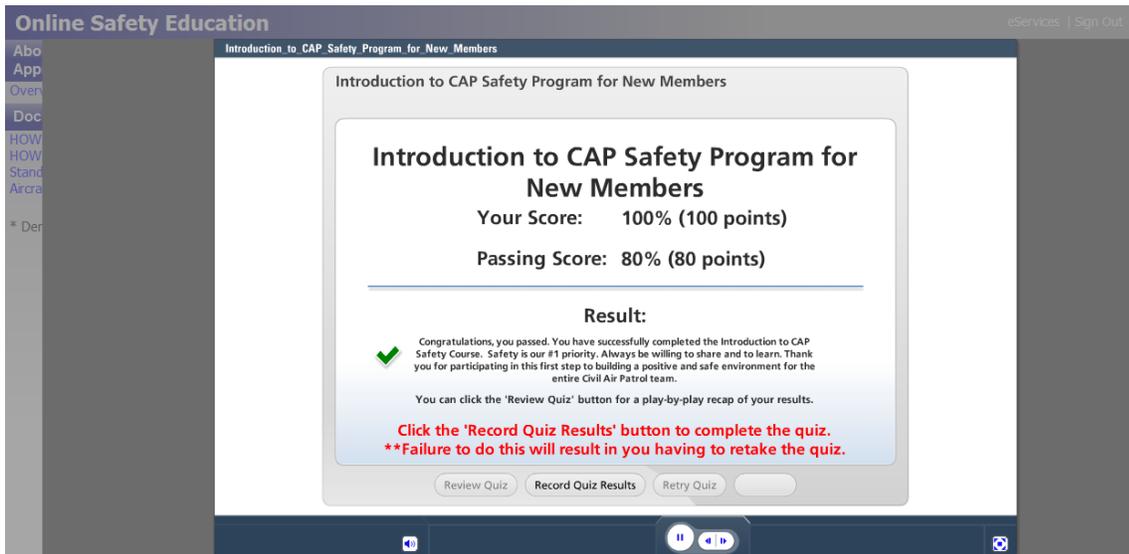
5) Click “OK” on the message that pops up:



6) Take the course, use the navigation buttons on the bottom to change slides:



- 7) Once you have reviewed the slides, the test will start automatically. Answer the questions and click submit after each answer.
- a. Make sure that you have reviewed your answer before submitting. Some questions have more than one correct answer.
- 8) Once you have completed the quiz, this screen will appear – MAKE SURE THAT YOU CLICK THE “RECORD QUIZ RESULTS” BUTTON or you will not receive credit:



9) Congratulations! You’re done!