

INSTRUCTIONS

Before starting the webinar, please go through the complete list of instructions as mentioned in this document. These instructions are to be read and complied with by the participants who are willing to take this self-study program and earn CPE credit.

- 1) All self-study programs are online.
- 2) These self-study programs are accessible to you 24/7 and you can complete them as per your requirements.
- 3) The course should be completed on or before December 2023.
- 4) The handout material has a glossary that will help you in identifying the keywords along with the definitions which have been used in this self-study program.
- 5) The handout material has Index which will help you in identifying the topics, and subtopics in the self-study program and the time within which they can be located in the video.
- 6) To test your learnings, this self-study program has final quiz questions as per IRS regulations.
- 7) To appear for a final quiz, you need to watch the complete video.
- 8) A minimum of 70% marks in the final quiz is required to obtain CPE credit and certificate.
- 9) You will get a total of 4 chances, to clear the exam. After that, you cannot register or attempt an exam again.
- 10) Please note that if the timer runs out and you have not clicked on Submit button, then your attempt will be counted but you will not be able to receive the score for the exam.
- 11) During an exam, if an attendee closes the browser window, then your exam progress will not be saved and you have to start the exam again.