

GRADING OPTIONS: CE SELF-STUDY

To locate Your NPN (National Producer Number), go to this link and follow the simple directions:

<https://pdb.nipr.com/html/PacNpnSearch.html>

AFTER YOU HAVE COMPLETED YOUR COURSE EXAM ANSWER SHEET AND ARE READY TO SUBMIT THE COURSE FOR GRADING AND REPORTING TO ILLINOIS FOR CREDIT, YOU HAVE THE FOLLOWING OPTIONS TO HAVE YOUR EXAM SCORED. SELECT THE OPTION YOU DESIRE.

A) SCORE YOUR EXAM ONLINE (FASTEST SERVICE)

- 1) Go to DOHRNIT.COM Homepage and, at the lower, right hand corner
- 2) CLICK the Quick Link “Grade My CE Exam”
- 3) Type in your REGISTRATION Number
- 4) Select the CE exam you want graded
- 5) On the next screen, confirm your information and NPN
- 6) Enter your response for each question
- 7) CLICK “Finish” and receive your results

Your unique registration number was emailed to you as part of your original registration. After requesting to grade your CE exam, a screen will appear asking for you to confirm the information you entered at registration. If you did not provide your correct NPN during the registration process, **you must provide your NPN at this time**, otherwise you will not be able to submit your CE exam for grading online.

After receiving grading access, simply enter your letter choice next to each question number. You cannot leave any question unanswered. After entering all answers, click the “Finish” button. In a matter of seconds your score will be shown (70% is passing). Incorrect responses will not be disclosed.

- If you passed, an immediate email with your completion letter attached will congratulate you and notify DOHRN so we can promptly report your course completion to State Based Systems, Inc.
- If you failed and think you may have entered the wrong responses or mistakenly asked to score the wrong exam, the system will allow you to re-enter your answers to re-grade one time.

B) SCAN AND EMAIL YOUR COMPLETED ANSWER SHEET(S) TO:

INFO@DOHRNIT.COM With the subject line: **Grade CE**

All emailed exams received by 8 AM any regular business day will be graded and reported that business day. Exams received after 8AM are reported the next business day. You will be notified by telephone of your results.

C) FAX YOUR COMPLETED EXAM ANSWER SHEET(S) TO 847-455-1153 ANYTIME!

They are graded and reported on the same basis as described above in Option B.

D) BRING YOUR COMPLETED ANSWER SHEETS TO OUR OFFICE FOR SCORING DURING REGULAR BUSINESS HOURS