



CLTC Partnership Training Online Access Instructions

Go to: CLTCPartnershipTraining.com

Go to “Online Flash” tab to register

1. New User: Create an account using your email address and password.
Complete the profile page. **E-MAIL ADDRESS IS NECESSARY.**
2. This will take you to a map of the USA. Click on the state you want Partnership course training and CE credit for:
3. Course selection page. Scroll down and click on:
NLTCE - NAIC LTC Partnership Training – flash **OR**
Long Term Care Insurance and Partnership Policies
4. The course:
 - a. **There is NO required time limit that must be spent in the course.**
 - b. **You may leave and return to the course as many times as you choose.**
 - c. **If you exit the course, it will take you back to the beginning of the course, when you return.**
 - d. **You may proceed to the exam at any time.**
 - e. **The back and forward tab on the bottom left of the screen are not active.**
5. The “**Take the Test**” button is in the lower left of the screen.
This button will illuminate green
6. E.g. some states require the use of a proctor/monitor before taking an online exam.
FOLLOW THE INSTRUCTIONS. Once you have completed the requirements it will take you to the payment screen.
7. The Payment Screen will ask for your Credit Card information or a Voucher number. Once information is completed it will take you to the final exam.
8. This is a 50 question exam. You will have (3) opportunities to pass the exam. (70% is passing)
ONCE YOU HAVE STARTED THE EXAM YOU MAY NOT LEAVE OR IT WILL COUNT AS (1) ATTEMPT.
9. After you have successfully completed the exam you will receive your CE Certificate or your Certificate of Completion.

THE CERTIFICATES WILL BE SENT TO YOU VIA E-MAIL.