



## Frequently Asked Questions

- **How do I access my online courses?**
  1. Visit <https://cai.caionline.org/eweb/DynamicPage.aspx?webcode=DILanding>
  2. Enter your e-mail address and password (frequently your last name) if you aren't already logged into the CAI website.
  3. Click on the "My Learning" tab
  4. Click on your course title and "Launch" the course to get started.
- **What PMDP courses can I take online?** CAI is currently offering four PMDP courses online. These include the M-100, M-201, M-205, and M-206. Eventually the other 200-level courses will be available online, as well as some 300-level online courses.
- **Why did CAI decide to place PMDP courses online?** While CAI recognizes that live, classroom-based instruction allows for invaluable networking opportunities and real-time access to an expert instructor, we wanted to make the same course content available to many more people throughout the U.S. and the world. CAI's international constituency is growing rapidly, and we also wanted to reach individuals not currently served by a CAI chapter. Further, people have many different learning styles and the online format may be ideal to help some students be successful.
- **What features are unique to the online courses?** The online courses contain: (1) audio to reinforce learning, (2) end-of-lesson quizzes and (3) numerous interactive activities. The online courses allow learners to take the final exam online and immediately find out whether or not they passed. The online courses also incorporate reading assignments and

webinars; students are expected to complete these assignments and are tested on them.

- **How long are the online courses?** The M-100 online class is eight hours of direct instruction, plus an additional four to eight hours of study from topical webinars and reading assignments. The 200-level online courses take four to six hours to complete, plus an additional four hours of study via reading assignments and webinars. The courses are rigorous and require the learner to review every slide before they can take the final exam.
- **How does the final exam work?** The M-100 exam consists of 100 multiple-choice questions, and the 200-level course exams consist of 50 multiple-choice questions. Learners must receive a score of 70% (or correctly answer 70 of 100 questions for the M-100 or 35 of 50 questions for M-200 level courses) to pass the course. If the learner does not achieve 70%, he or she will have one opportunity to retake the exam. Once the exam is passed, the learner will receive an electronic Certificate of Achievement to save for his or her records.
- **Will I receive continuing education credit for the online courses?** All of CAI's online courses offer continuing education credit toward CAI's credentials (AMS, PCAM, etc.). CAI's online courses may *not* be approved for credit toward your specific state license, where appropriate. Please contact CAI for more information.
- **Who can I contact for more information about the CAI Education Center?** If you have specific questions about the CAI Education Center, or you need more information, please feel free to contact Jake Gold, CAI's director of education development, at (703) 970-9241 or [jgold@caionline.org](mailto:jgold@caionline.org), or Scott Hovis, CAI's education manager, at (703) 970-9262 or [shovis@caionline.org](mailto:shovis@caionline.org).