

## Introduction

You can log on and complete courses from any Internet connection at your convenience. Courses can also be stopped and started as needed to accommodate difficult schedules. Each course uses case studies derived from appellate court decisions, to illustrate legal principles and how they are applied to malpractice claims. They include the following:

- A short Pre-Test
- Goals & Objectives
- Overview of Principles
- Relevant case studies
- Post Test

A minimum standard of achievement for the Post-Test has been set for satisfaction of these course requirements. Those who do not meet that minimum requirement will be guided through Supplemental Material and a Supplemental Test to ensure that basic understanding of these legal principles has been achieved. (If you do not meet the minimum requirement please contact ELM Exchange at <http://www.elmexchange.com/ccs/supportform.asp>.)

Each unit requires an average of 1-hour to complete. To do so, please follow the steps on the following pages.

## ELM Exchange, User Instructions

1. Go to the course by accessing the internet and using the information that you have been sent by the PAJUA. If you have misplaced this information, contact your agent, if you have one or send us an email a [insurance@pajua.com](mailto:insurance@pajua.com). Courses are only available to our policy holders.
2. If you are a "New User", click the "Click here to Sign Up" button. (If you are a RETURNING USER, you should NOT click the "Click Here to Sign Up" button. Access of the courseware will be done through the "Returning Users" box and skip to Step 5.)
3. You will be asked to provide your name (as you would like it to appear on your CME certificates), e-mail address, your license status, your degree type and select a password. Note that the listing of degrees is a "generic" list and includes several options, some of which are not eligible for coverage by the PAJUA. This information is used only to record your participation. The login you create will be maintained for future course requirements.
4. You will then enter the course and be guided through an introduction. (Skip to Step 6.)
5. If you have already started ELM coursework as a PAJUA policyholder, you must enter as a RETURNING USER. If you do not remember your login information, please go to <http://www.elmexchange.com/ccs/password.asp> or contact

<http://www.elmexchange.com/ccc/supportform.asp>. DO NOT create a NEW user account. Doing so would mean that the system will not recognize your prior participation and require you to take all of the courses again.

6. Once you have completed the introductory material you will be taken to your Course Report. Select one of the courses available to complete.
7. For each course, you will be guided through a short Pre-Test, Goals & Objectives, and Overview of Issues. Case scenarios will illustrate important legal principles.
8. A unit Post-Test will be administered at the end of each course to verify understanding of those principles. Scores are reported to the PAJUA. If you do not meet the minimum requirement on the Post Test, you will be guided through Supplemental Study and a short Supplemental Test.
9. If you do not meet the minimum requirement of the Supplemental Test, please contact ELM Support (<http://www.elmexchange.com/ccc/supportform.asp>).

Each Course is accredited for CME. Instructions for retrieving your CME certificates are included in a separate document on our web-site.

Your suggestions for future courses and questions related to this course are welcome at any time. Any questions can be directed to ELM Exchange (<http://www.elmexchange.com/ccc/supportform.asp>).