

# Checkpoint Learning® Certificate Programs

## User Guide

Tax & Accounting  
800.231.1860  
[cl.thomsonreuters.com](http://cl.thomsonreuters.com)



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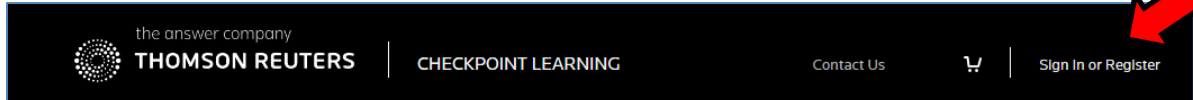
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## Accessing the Checkpoint Learning® Certificate Program

### Accessing Your List of Certificate Programs on Checkpoint Learning

After purchase, the Checkpoint Learning Certificate Program will automatically be added to your user's account in Checkpoint Learning. (If you do not have an account, one will be created for you, and you will receive an email with your username and password.) The following steps show how to access the program.

1. First go to [checkpointlearning.thomsonreuters.com](https://checkpointlearning.thomsonreuters.com). Click **Sign In or Register**:



2. Enter your username and password, then click **Sign In**:

### Returning Customers

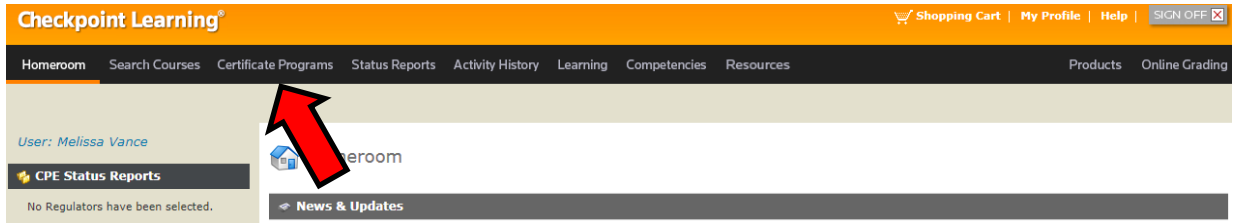
Username (may be your email)

Password

I'm registered as a **firm administrator**

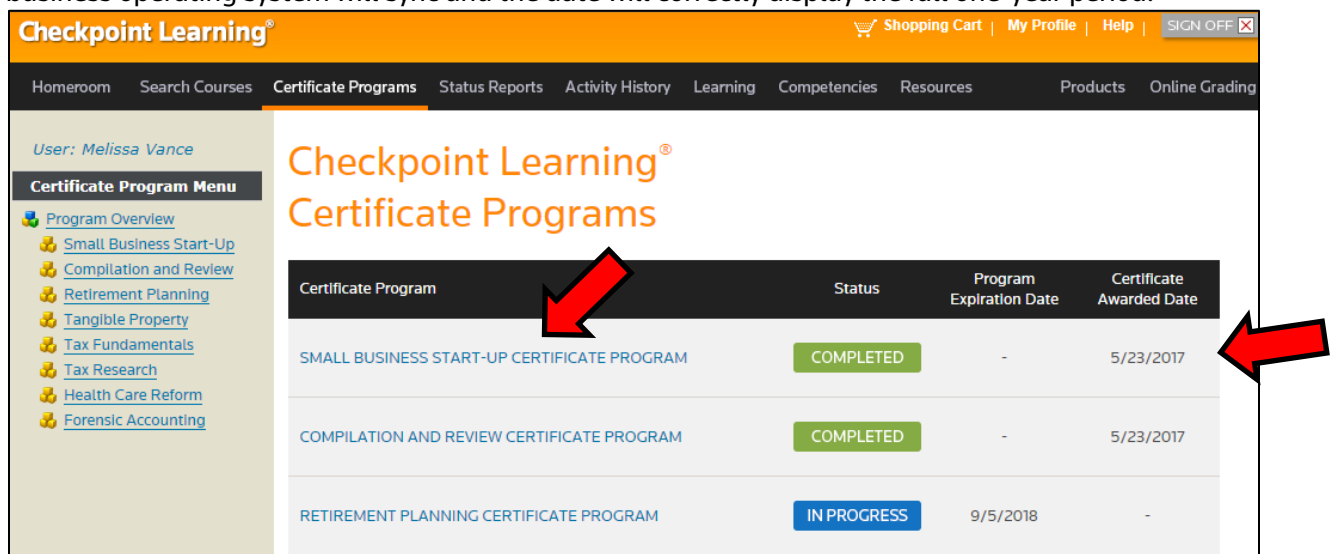
**SIGN IN** [Forgot Username/Password?](#)

- Once logged in, the **Certificate Programs** tab will appear in the toolbar. Click **Certificate Programs** to access your programs.

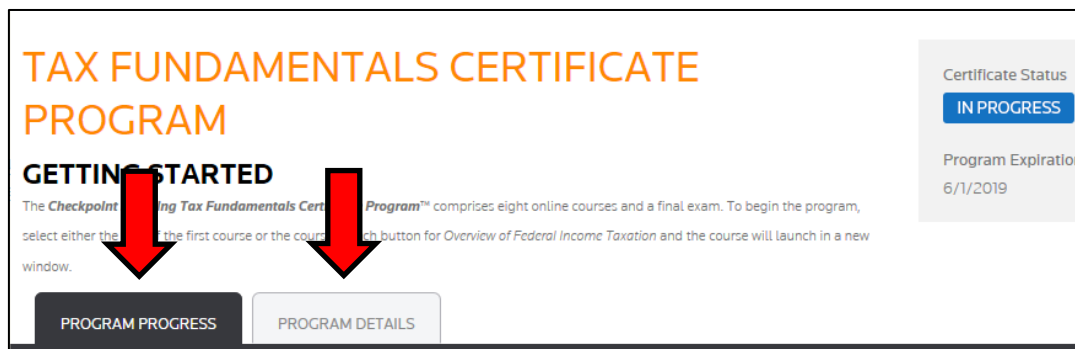


- The specific Checkpoint Learning Certificate Programs you have purchased will be located under the **Certificate Program** tab. To access a program, simply click on its title.

**Note:** The Program Period is one year from date of purchase. Immediately after purchase, the Program Expiration Date displayed on this screen will not be correct. Within 24 hours, the business operating system will sync and the date will correctly display the full one-year period.



- Once the certificate program is opened, you will see two tabs:
  - **Program Progress** and
  - **Program Details.**



6. The **Program Progress** tab lists the self-study courses and final exam:

## TAX FUNDAMENTALS CERTIFICATE PROGRAM

Certificate Status  
**IN PROGRESS**

Program Expiration  
6/1/2019

### GETTING STARTED

The Checkpoint Learning Tax Fundamentals Certificate Program™ comprises eight online courses and a final exam. To begin the program, select either the title of the first course or the course launch button for *Overview of Federal Income Taxation* and the course will launch in a new window.

PROGRAM PROGRESS
PROGRAM DETAILS

Self Study Courses		Status	Credits	Certificate	Actions
Overview of Federal Income Taxation	Not Started	4	--	<a href="#">LAUNCH</a>	
Tax Accounting Methods and Periods	Not Started	2	--	<a href="#">LAUNCH</a>	
Tax Research - Introduction	Not Started	2	--	<a href="#">LAUNCH</a>	
Form 1040 Income Tax Preparation	Not Started	10	--	<a href="#">LAUNCH</a>	
Small Business Schedule C and F Expenses	Not Started	6	--	<a href="#">LAUNCH</a>	
C Corporations - Overview of Corporate Income Tax	Not Started	5	--	<a href="#">LAUNCH</a>	
Introduction to Partnerships and LLCs	Not Started	6	--	<a href="#">LAUNCH</a>	
Introduction to S Corporations	Not Started	7	--	<a href="#">LAUNCH</a>	
Final Exam		Status	Credits	Grade	Actions
Final Exam: Checkpoint Learning Tax Fundamentals Certificate Program	In Progress	0	--	<a href="#">LAUNCH</a>	

The **Program Details** tab provides a link to the **User Guide**:

Checkpoint Learning®
Shopping Cart | My

Home
Search Courses
**Certificate Programs**
Status Reports
Activity History
Learning
Competencies
Resources

User: Melissa Vance

**Certificate Program Menu**

- Program Overview
- Small Business Start-Up
- Compilation and Review
- Self-Study
- Final Exam
- Retirement Planning
- Tangible Property
- Tax Fundamentals
- Tax Research
- Health Care Reform
- Forensic Accounting

## COMPILATION AND REVIEW CERTIFICATE PROGRAM

### GETTING STARTED

The Checkpoint Learning® Compilation and Review Certificate Program comprises seven online courses and a final exam. To begin the program, select either the title of the first course or the course launch button for *Completions – An Overview* and the course will launch in a new window.

PROGRAM PROGRESS
**PROGRAM DETAILS**

Checkpoint Learning® Compilation and Review Competency Certificate. Once the Final Exam has been successfully completed, a PDF of your Checkpoint Learning® Compilation and Review Competency Certificate will be emailed to you.

Completed IT...  
Completed IT... will automatically be marked "Completed" in the status field on the Program Progress tab.

Lock of...  
Once all... have been completed, the final exam for the program will automatically unlock.

**User Guide**

This document will assist you as you access various parts of the program.

[Download](#)

**1 yr**  
**Program Duration**

The participant is allowed one year from the date of purchase for the satisfactory completion of all program requirements.

**30 hrs**  
**Credit Hours.**




Upon successful completion of each of the online courses, approximately 30 credit hours will be earned. The online course certificates will be issued by Checkpoint Learning®. (NOTE: No CPE credit hours are awarded for completion of the final exam.)

**LinkedIn.**

After completing the certificate program, professionals will be able to add this accomplishment to their LinkedIn profile.

## Accessing Self-study Courses

To begin the program under the **Program Progress** tab, launch the first Self Study Course. Click on the **Launch** button to begin the course. Courses may be launched via the online viewer or downloaded to your desktop. Courses will open in a new window.

PROGRAM PROGRESS		PROGRAM DETAILS			
Self Study Courses		Status	Credits	Certificate	Actions
	Overview of Federal Income Taxation	Not Started	4		LAUNCH
	Tax Accounting Methods and Periods	Not Started	2	--	LAUNCH

### Launch Course ✕

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*Overview of Federal Income Taxation can be launched through the online viewer or downloaded onto your desktop.*


Please select your desired viewing format below:

Online Viewer  Download

---

## Accessing the Final Exam

When all course materials have been completed, the **Final Exam** may be accessed by clicking on the **Launch** button. The exam will open in a new window.

**Tip:** Before beginning the Final Exam, launch each self-study course and save it for quick reference. Click on the printer icon in the upper right of the course () , click on Entire Course, then either print to Adobe PDF or Save As an HTML file before beginning the final exam.

Final Exam		Status	Credits	Grade	Actions
	Tax Fundamentals Certificate Program Final Exam	In Progress	0		LAUNCH

**Note:** To successfully complete the certificate program, a grade of at least 70% on the Final Exam must be achieved. If the Final Exam grade is below 70%, the exam may be reset and retaken.

Once the Checkpoint Learning Certificate Program has been completed, the **Status** will show as **Completed** under the **Certificate Programs** tab.

Checkpoint Learning® My Profile | Help | SIGN OFF

Homeroom My CPE **Certificate Programs** CPE Network Status Reports Activity History Learning Competencies Resources Course Catalog Online Grading

User: Melissa Vance

### Certificate Program Menu

- Program Overview
- Small Business Start-Up
- Compilation and Review
- Retirement Planning
- Tangible Property
- Tax Fundamentals
- Tax Research
- Health Care Reform

## Checkpoint Learning® Certificate Programs

Certificate Program	Status	Program Expiration Date	Certificate Awarded Date
SMALL BUSINESS START-UP CERTIFICATE PROGRAM	COMPLETED		5/23/2017



## Certificates

In addition to earning the Checkpoint Learning Competency Certificate™ after the program completion, the courses and webinars provide CPE credit (**Note:** No CPE credit hours are awarded for completion of the Final Exam or the Case Study.)

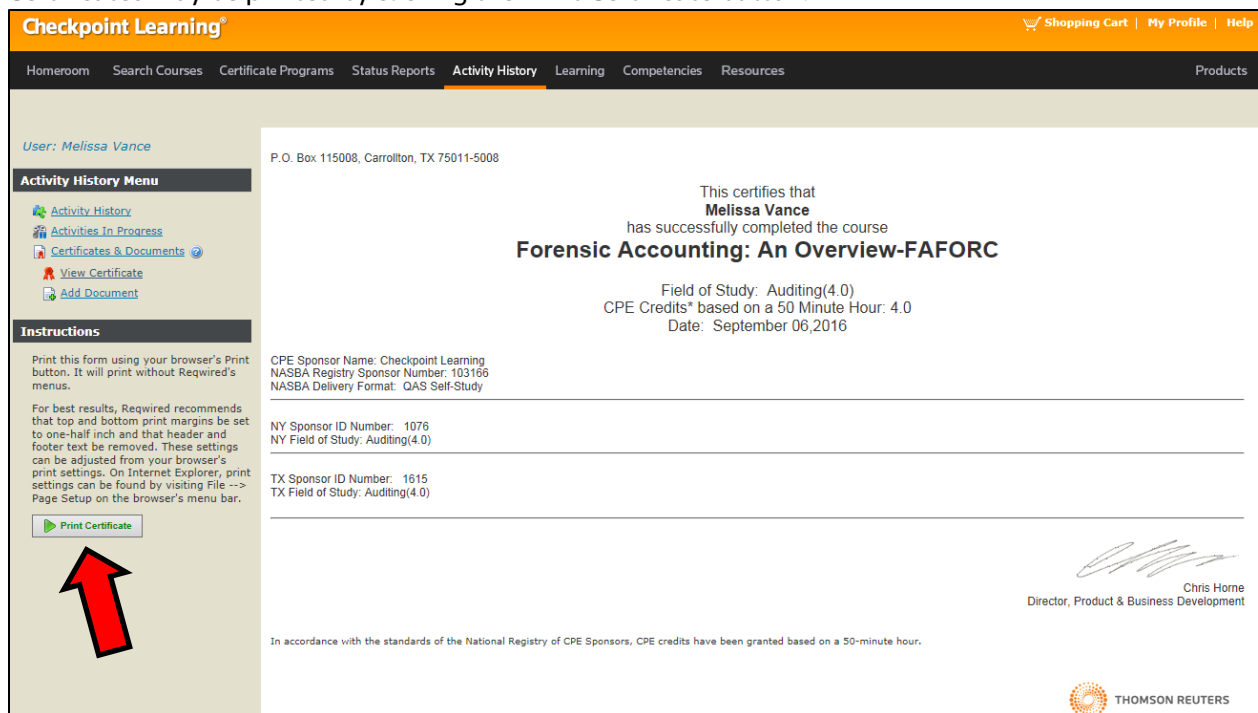
### Obtaining CPE Certificates

After completion of each individual program component, you can view and print your CPE certificate.

1. Click on **View** in the **Certificate** column for each online course.

Self Study Courses	Status	Credits	Certificate	Actions
✓ Forensic Accounting: An Overview	Completed	4	View	LAUNCH

2. Certificates may be printed by clicking the Print Certificate button:



**Checkpoint Learning®** Shopping Cart | My Profile | Help

Homeroom Search Courses Certificate Programs Status Reports **Activity History** Learning Competencies Resources Products

User: *Melissa Vance*

P.O. Box 115008, Carrollton, TX 75011-5008

This certifies that  
**Melissa Vance**  
has successfully completed the course  
**Forensic Accounting: An Overview-FAFORC**

Field of Study: Auditing(4.0)  
CPE Credits\* based on a 50 Minute Hour: 4.0  
Date: September 06,2016

CPE Sponsor Name: Checkpoint Learning  
NASBA Registry Sponsor Number: 103166  
NASBA Delivery Format: QAS Self-Study


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NY Sponsor ID Number: 1076  
NY Field of Study: Auditing(4.0)


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TX Sponsor ID Number: 1615  
TX Field of Study: Auditing(4.0)

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Chris Home  
Director, Product & Business Development

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

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**Activity History Menu**

- Activity History
- Activities In Progress
- Certificates & Documents
- View Certificate**
- Add Document

**Instructions**

Print this form using your browser's Print button. It will print without Required's menus.

For best results, Required recommends that top and bottom print margins be set to one-half inch and that header and footer text be removed. These settings can be adjusted from your browser's print settings. On Internet Explorer, print settings can be found by visiting File --> Page Setup on the browser's menu bar.

[Print Certificate](#)

### Obtaining the Checkpoint Learning Competency Certificate™

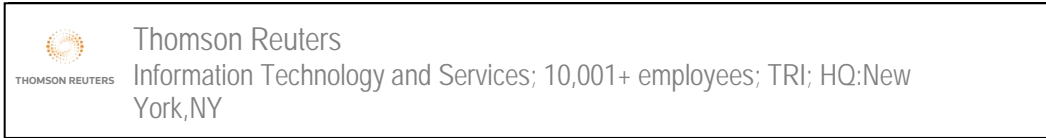
Once all program requirements (self-study courses and final exam) have been successfully completed, a PDF of the Checkpoint Learning Competency Certificate will be emailed to the user (usually on Fridays).

### Adding the Competency Certificate to a LinkedIn Profile

To add the Checkpoint Learning Competency Certificate to LinkedIn—

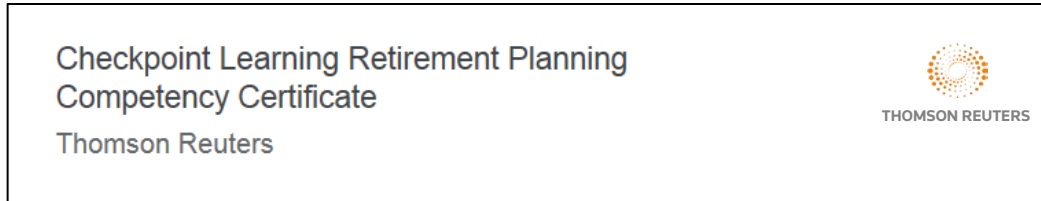
1. Log in to LinkedIn.
2. Hover the cursor over **Profile** at the top of the LinkedIn page, and select **Edit Profile**.

3. Under **Add a section to your profile**, click **Add certifications**.
4. Under **Certification Name**, type "**Checkpoint Learning (insert Specific Program here) Competency Certificate**."
5. Under **Certification Authority**, begin to type "**Thomson Reuters**" and a listing of companies will appear. Select **Thomson Reuters Information Technology and Services** from the list to ensure that the Thomson Reuters logo appears next to the profile certificate as illustrated:



6. Under **Certification URL**, insert **<https://checkpointlearning.thomsonreuters.com/GetCertificate>**.
7. Click **Save** and **Done editing**.

The certificate will now be listed under **Certifications**.



In addition to adding the certificate to LinkedIn, the competency may also be added as a new skill, which will allow peer endorsement.