

The online courses listed are available for online purchase. These courses are in PDF format so you must have the FREE Adobe Reader <http://www.adobe.com/> installed on your computer to use this option. **You have 1 hour from the time you place your order online to complete the download process.** (We recommend that you order and download the courses on your personal home computer so you have access to the material after hours and on weekends.) When the courses are downloaded to your computer, you may choose to print the course material or you may review the material on your monitor. Image quality is excellent when viewed on a monitor.

Follow these instructions to proceed with an on-line purchase and course completion.

- Select the course/s you would like to take on-line from the list of courses.
- Click the **add to order** button when your selection is complete.
- You will then be directed to a payment page.
- After submitting payment (credit card information) for your order, you will be directed to a download page.
- **YOU HAVE ONE HOUR TO DOWNLOAD THE COURSE MATERIAL.**
- Follow the instructions on the page for downloading the course.
- Once downloaded, we recommended you print the post-test questions, personal information page, and accompanying answer sheet at the end of each course.
- May we make a suggestion? Following each section in the course, you will find a group of study questions. We recommend that you find the corresponding question on the post-test and complete the post-test as you read the material. This will assist you in completing the post-tests.
- Or you may choose to read the course material and then print the personal information page and accompanying answer sheet at the end of the course.
- The information page and completed answer sheet(s) can be faxed, scanned and emailed, or mailed to our physical address.

All courses are continually submitted to the ASRT for re-approval.

It has been a pleasure serving you and we trust you will be satisfied with the quality of our materials. If you have any questions or concerns, please do not hesitate to call us at 888-497-2923. We look forward to receiving your completed tests. Our fax number is **505-286-7851**.

RadComm, Inc.
www.Radcomm.net

Jeanette R. Joyce, B.F.A.,R.T.(R)(M)