

Using HE@RTH Online Training

With a subscription

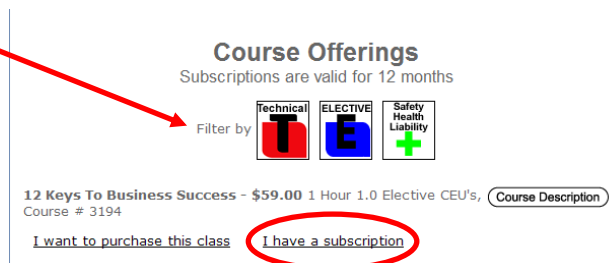
HE@RTH Online Training has changed. We have just completed a major transition in our online system. Here's how to use it if you have already purchased a subscription:

1. Taking your first class in the new system

1. Go to www.hpbef.org, click on "HE@RTH Online Training Information"



2. Click on the "Course Offerings" link
3. Select the class you want to take. You can filter the list by clicking on the Technical, Elective or SHL icon.



4. Once you locate the class you want to take, click on the "I have a subscription" link.
5. Enter your name and e-mail address, then click on "Submit"

The screenshot shows a form titled "Online Training > Subscription onDemand Session Order". It has three input fields: "First Name *" with the value "Rick", "Last Name *" with the value "Vlahos", and "Email *" with the value "vlahos@hpba.org". Below the fields is a red asterisk and the text "* Required Information". At the bottom is a "Submit" button. A red arrow points from the "I have a subscription" link in the previous screenshot to the "Submit" button.

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- You will see a course description, click on “Submit”

Online Training > Subscription onDemand Session Order

12 Keys To Business Success

(1 Hour) 1.0 Elective CEU's

Jerry Isenhour of Chimney & Venting Consultants, long time industry member and the only Consultant / Coach who specializes in the Hearth & Venting Industries is our presenter with his acclaimed program The 12 Keys To Business Success, this program is based on the real world challenges that business owners throughout the industry face, the challenges that consumes their time and energies, and likely affects their bottom line. The 12 Keys are your recipe for the Magic Moment in your business life in how to move forward in your business model in a manner that can truly make your business deliver what you started it for. Does your business exceed your expectations? Would you like this to be your story? Join us on June 11 for an hour that just may change your entire business outlook and how you move ahead in the business world as we face it today!

Choose all that apply

<input checked="" type="checkbox"/>	12 Keys To Business Success
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Submit

- You will receive confirmation that we have received your order. We will register you in the [new](#) online system. Log in instructions will be sent via e-mail.

The following has been ordered with your subscription. You will receive an email with instructions to take the course.

Attendee	Course
Rick Vlahos	12 Keys To Business Success

WebWork

2. After your first class:

Choosing another recorded class

- Once you have ordered your first class in the new system, you will be registered and do not have to repeat the steps in section 1 above.
- Simply go to: <http://www.hpbeef.org>
- In the lower left hand corner you will see a Log In link. Click on “HE@RTH Online Training Log in”
- Enter your user name (your e-mail address) and password
- Your home screen will show the classes that are available

HPB Hearth, Patio and Barbecue Education Foundation NFI HPBEF

Invited (50) | Finished (0)

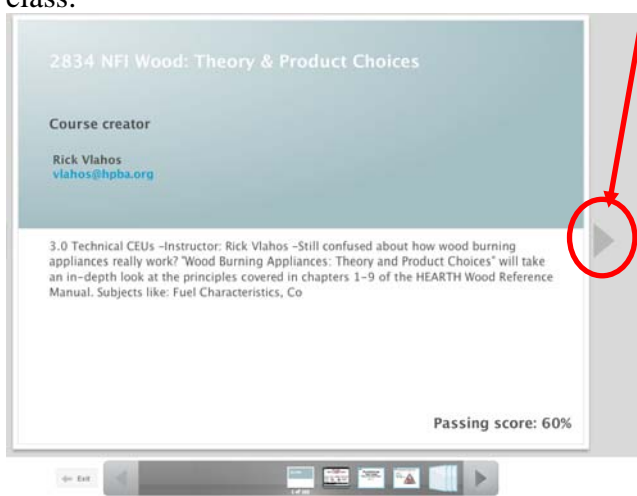
Course	Trainer	Activity	Status
▼ Subscription Catalog (50 of 50 courses)			
2766 Basic Electronics for Hearth Appliances	✕ Rick Vlahos	04-Mar-2013	Not Started
2795 3 Steps to Increasing Your Profit Margin	✕ Rick Vlahos	04-Mar-2013	Not Started
2834 NFI Wood: Theory & Product Choices	✕ Rick Vlahos	04-Mar-2013	Not Started
2841 NFI Wood: Troubleshooting & Maintenance	✕ Rick Vlahos	04-Mar-2013	Not Started
2842 NFI Wood: Installation Concerns	✕ Rick Vlahos	04-Mar-2013	Not Started
2847 The ABC's of Liability Insurance	✕ Rick Vlahos	04-Mar-2013	Not Started
2866 NFI Gas: Theory & Products Choices	✕ Rick Vlahos	04-Mar-2013	Not Started
2994 90% + Efficient Fireplace Technology	✕ Rick Vlahos	04-Mar-2013	Not Started
3008 A-Z on Installing Factory-Built Chimneys	✕ Rick Vlahos	04-Mar-2013	Not Started
3019 Basic Properties of Steel Used in the Hearth Indu	✕ Rick Vlahos	04-Mar-2013	Not Started
3020 Best Way To Build Your Business	✕ Rick Vlahos	04-Mar-2013	Not Started

mindflash

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- Simply scroll through the listing of over 150 different choices.
- Click on the course title to see a description of the class. Click on the right arrow to proceed with the class.



- Once you have completed a class, identify the four code words in the Online Quiz section to achieve NFI CEUs. On successful completion, you will receive a completion certificate via e-mail. To receive NFI CEUs, you can now simply forward a copy of the e-mail with the certificate to info@nficertified.org. Or, you can send the course number, course title, your name, your NFI number and the four code words.