

# Registering for Courses with The Institutes

Review the following steps to Register for Courses with the Institutes at no cost (On Demand or Live Webinars) or for a discount (Designation programs).

1. [Click here](#) to sign in to your account.
2. Login with your credentials.
3. Once signed in, hover over your name in the top right corner and select **My Account**. Important Note: ***You must be affiliated with your agency in your profile for the available discounts to apply.***

4. Scroll down and select **Learning Resources**.

My Account

Profile

Preferences

Learning Resources

5. Scroll down To **Agreement Number** and to **My Active Agreements**. Select **View Courses**.

## AGREEMENT NUMBER

If you have an agreement or subscription number from your employer, enter it below.

## MY ACTIVE AGREEMENTS

CEU Corporate Subscription and Services

VIEW COURSES

7. Go to **Select Your CE Courses Now.**



7. Select Your **License Type, State and Line of Authority** and Select **Submit**.

A screenshot of the 'Course Search' form. The title 'Course Search' is at the top. Below it, there is a section 'CHOOSE YOUR LICENSE TYPE\*' with four radio buttons: 'Adjuster', 'Producer' (selected), 'Professional Designation', and 'Non-Licensed'. Below this, there is a 'STATE\*' dropdown menu with 'Washington DC' selected. To the right, there is a 'LINE OF AUTHORITY\*' dropdown menu with 'Property-Casualty' selected. At the bottom, there are two buttons: 'SUBMIT' and 'RESET'. The 'SUBMIT' button is circled in red.

8. This will provide you a full list of courses available to you. You can filter on the left to further narrow down your results.

A screenshot of the 'Course Listing' page. The title 'Course Listing' is at the top. Below it, there is a section 'Showing Producer Courses: Washington DC'. There are two links: 'EDIT YOUR CE LICENSES' and 'BEGIN NEW SEARCH'. Below these links, there is a section 'Refine Your Search'. Under 'Refine Your Search', there are three sections: 'BY REQUIREMENT' with three checkboxes (Ethics CE, Flood CE, Property & Casualty CE), 'ETHICS CE HOURS' with 'MIN' and 'MAX' input fields, and 'FLOOD CE HOURS' with 'MIN' and 'MAX' input fields. To the right of these filters, there is a list of courses. The first course is 'Adjuster' with a description 'Take a deep d and meeting I'. Below it, there is a section 'Producer Cr' with a description '12 Credit Approval Expiration'.

9. Click on the Course You would like to take and then click **Select this Course**.

**Corporate Governance and D&O Risk**

Examine directors and officers liability exposures by reviewing corporate governance, fiduciary duties, emerging risks, policy structure, exclusions, underwriting considerations, and claims handling practices.

**Producer Credits**

**PA** 3 General CE Credit Hours  
Approval Number: 139016  
Expiration Date: 11/18/2027

 **SHOW MORE DETAILS**

**SELECT THIS COURSE**

# Accessing Your Selected Course

9. Return to **My Account** and **Select My Courses & Exams**.

 **CART (0)**

 **HI, BARBARA**

CONTINUING EDUCATION

**My Account**

**My Courses & Exams**

**My Progress Tracker**

**My Grades**

**My Order History**

**Sign Out**

10. The Course You Selected will be in our **Courses In Progress**. Select **Launch** to Start Your Course.

## Courses In-Progress

To view completed courses or designations, or get a copy of any certificate you have earned, go to your [account](#) waivers or credits toward new designations.

If your course includes practice exams, you can [activate your access code here](#).

**CEU 160: Directors & Officers Liability Fundamentals**

Course Access Expires on **September 30, 2027**

State CE Requested for **PA**

**LAUNCH**

We're here to help

For questions or additional information, email [big-i@theinstitutes.org](mailto:big-i@theinstitutes.org).