



AUBURN UNIVERSITY

SAMUEL GINN
COLLEGE OF ENGINEERING

Engineering Online and Continuing Education

Instructions and Technical Requirements for DVD-R and CD Orders

DVD-R and CD-ROM Requirements:

- You must have a DVD-R player, or a PC or laptop with DVD-R supported drive, plus relevant software (i.e. Windows Media Player Version 9 or later and Mac's need Flip4Mac). If you have trouble viewing CDs with WMP open with VLC Media Player.
- In case of Disc malfunction – reboot your computer or DVD player and begin again. Always remember to stop play before ejecting disc.

Exams and CEU Information:

- DVD and CD Orders take the paper Exam and return as a PDF via *mail* (Engineering Continuing Education; 217 Ramsay Hall; Auburn, AL 36849), *fax* (334-844-2519) or *email* (engce@eng.auburn.edu) for grading.
- ***Exams will be accepted for a period of one (1) year from the original date of purchase for both individual orders and organizational orders.*** The course completion date on the certificate is based on the postmark on the envelope used to return the exam or the date the exam is emailed or faxed to us.
- A passing score is answering *70% of questions correctly for professional engineers, land surveyors and contractors.* A passing score for *landscape architects is answering 75% of questions correctly.* A passing score for *architects is answering 80% of questions correctly.* You will have **two opportunities to take the exam** to obtain a passing score.
- Continuing Education Units (CEUs) are awarded at a rate of one-tenth of a CEU per one hour of instruction. **1 Contact Hour=.1 CEU=1 PDH=1 CPC=1LU**
- Individuals may purchase courses with the stipulation that only one CEU certificate will be issued per course.

Course Materials:

- For DVD and CD Orders, the DVDs or CDs and Workbook are to be retained for your personal use after completing the course. Return your original completed Exam and keep a copy for your file.
- Read the "Terms of Sale Agreement" included in this package.

For assistance, contact us at: epdhelp@eng.auburn.edu or call (833) 419-8528 during regular office hours, M-F 7:45 am (CDT) to 4:45 pm (CDT). Our office will be closed during the last two weeks of December. We will respond to emails as quickly as possible or by the next regular business day.

Visit our website at www.eng.auburn.edu/epd