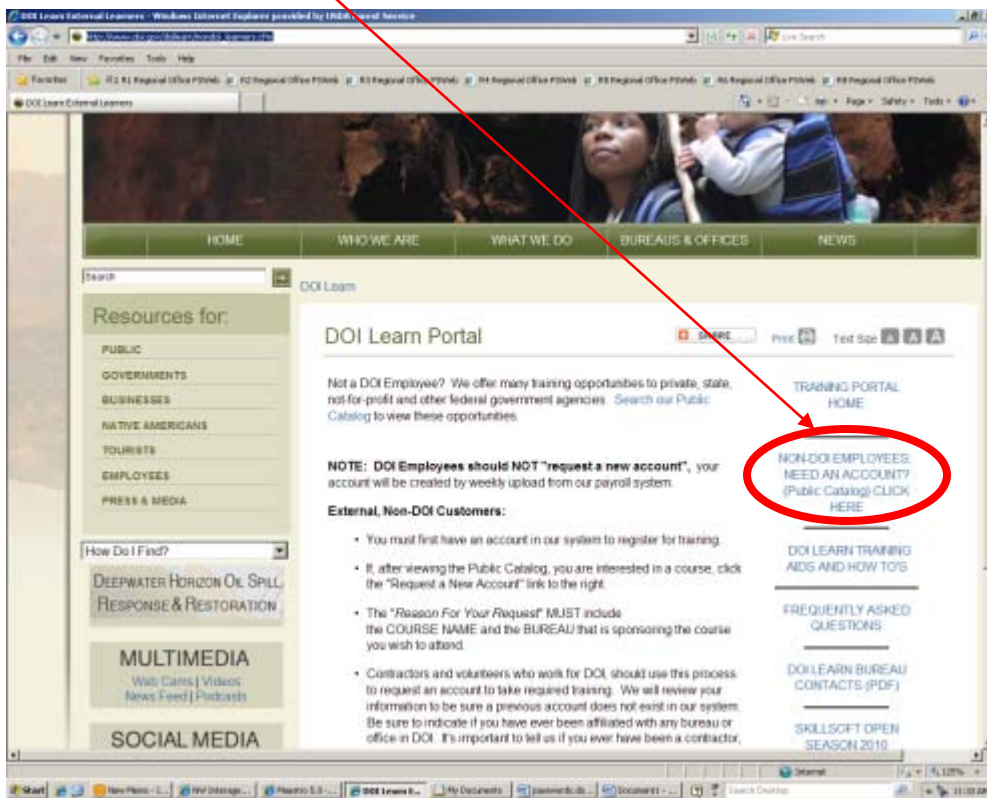
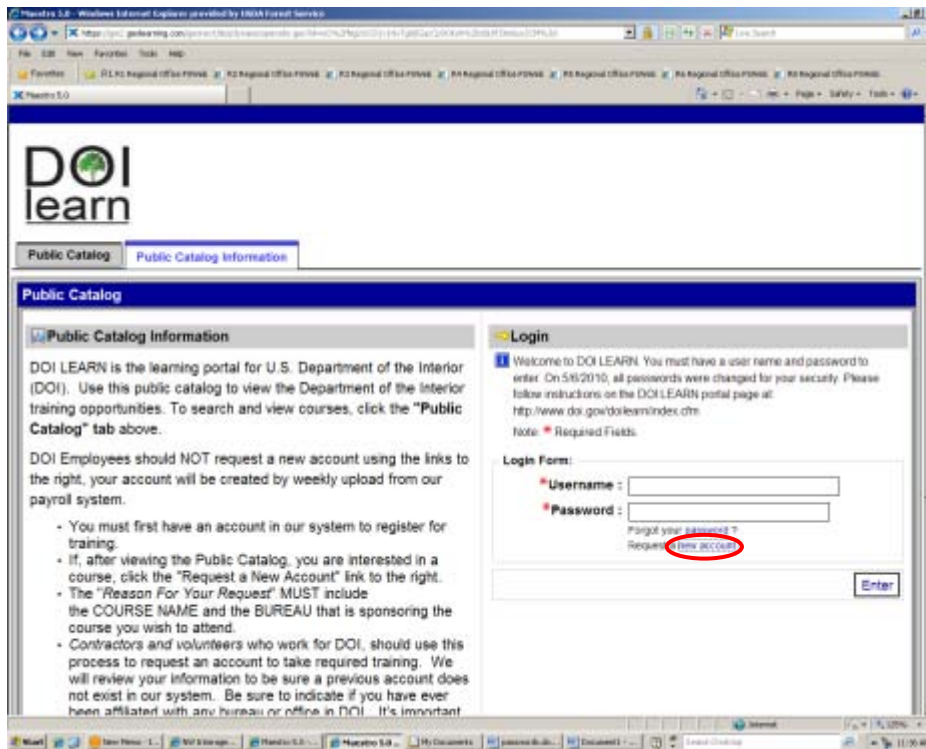


Counterpart Regulation Training/Certification Steps

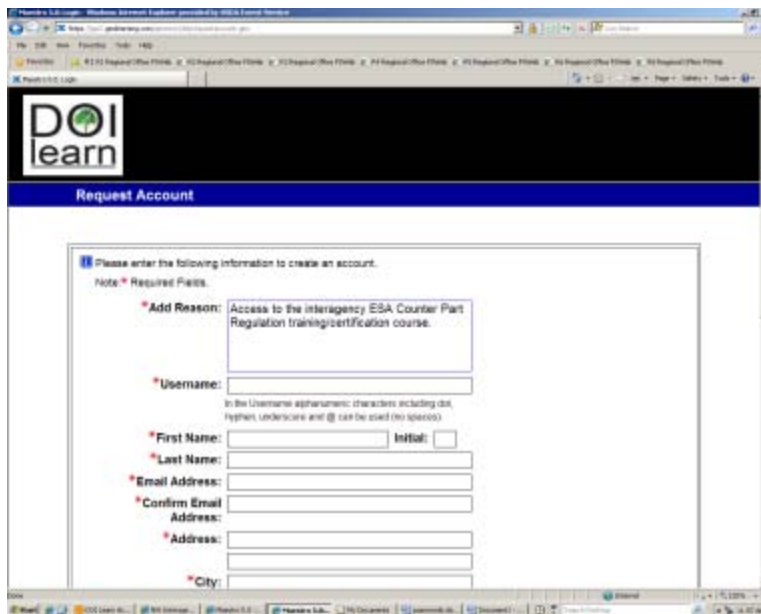
1. Access the DOI Learn Portal at http://www.doi.gov/doilearn/nondoil_learners.cfm
2. To begin the journey to certification you must first create a non-DOI user account, select the “Need an Account” button on the left side of the screen.



3. Next select “request a new account”

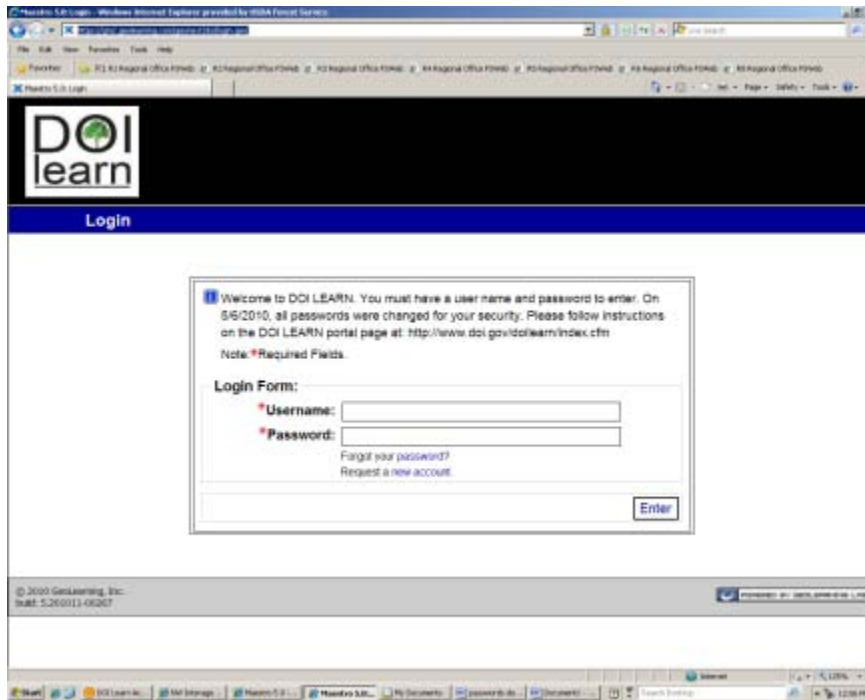


4. Enter all required new account information.

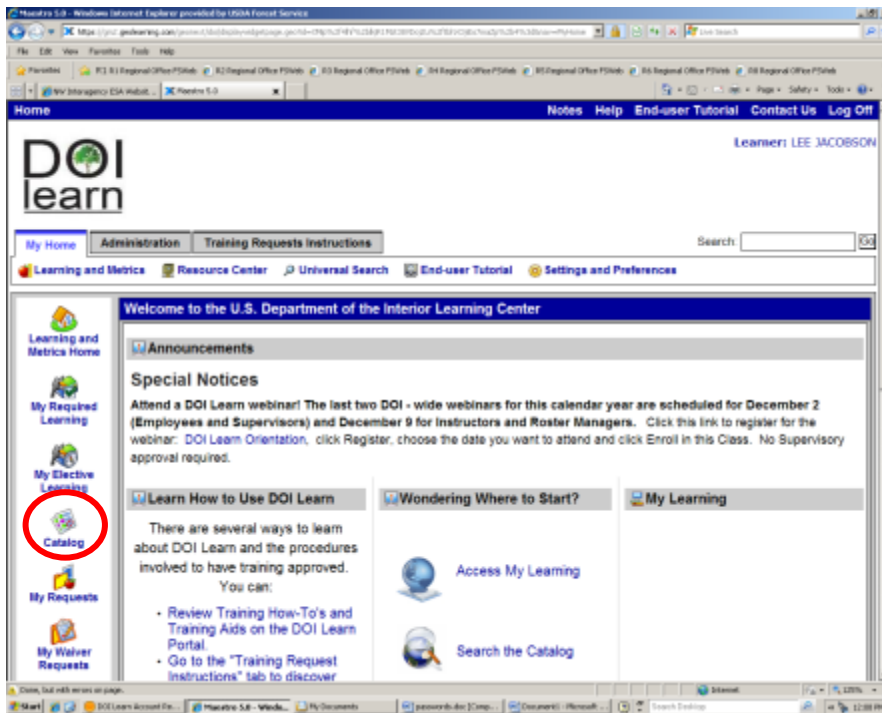


5. After successfully entering all the required information you will receive an email confirming your request. You will receive an additional email with a login password after a DOI administrator as reviewed and approved your request. *This may take a day or two.*

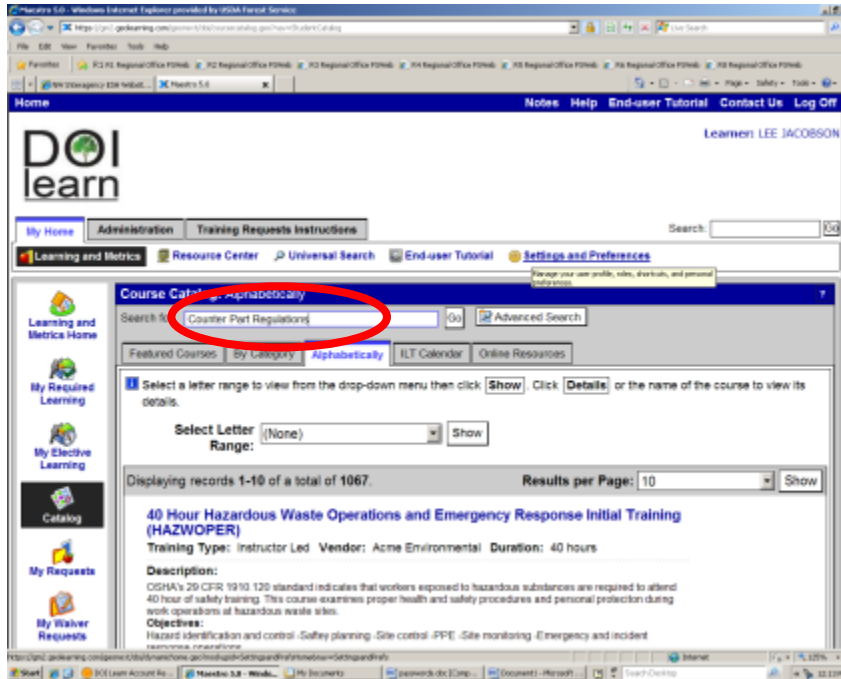
6. Once you have successfully created an account, you may now access the DOI Learn catalog by logging in at <https://gm2.geolearning.com/geonext/doi/login.geo>



7. After logging on, select "catalog" on the right side of the screen.



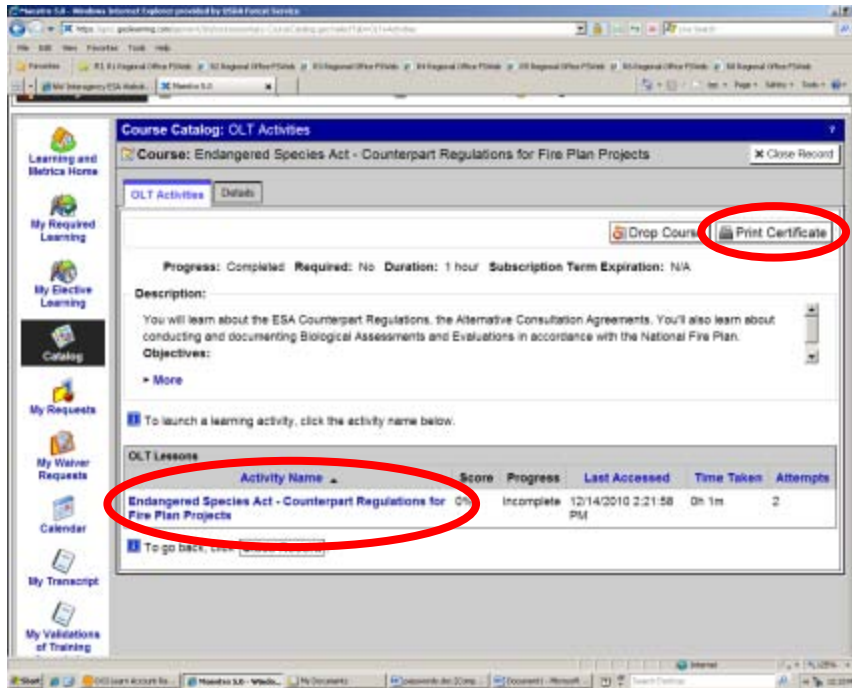
8. Enter “Counter Part Regulations” in the catalog search window and hit enter/go.



9. The search will return a Counter Part Regulation course and two certification exams, one for biologists and the other for line officers (you may have to scroll down the page to find the courses). Select the Counter Part Regulation Course first.



10. To launch the course click on its title. The course will take between 1-2 hours. After completing the course you may print a completion certificate and move on to the appropriate exam. You must complete the course as a prerequisite to the certification exam. To take the exams, return to the course catalog, select the appropriate exam, and launch the test.



11. After successfully completing the course and the exams you are officially certified to use the counterpart regulations. Congratulations on your perseverance!