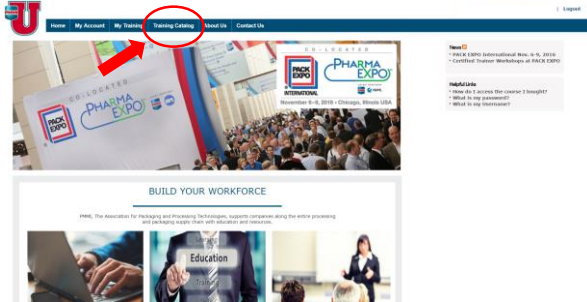


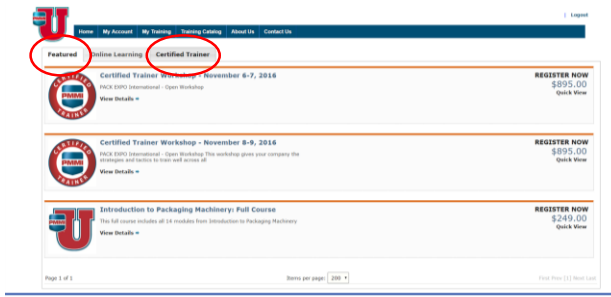


## How to Sign Up for a Certified Trainer Workshop:

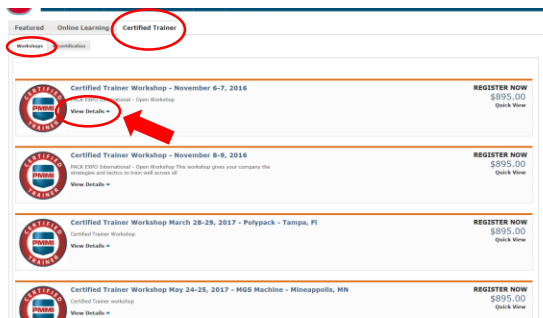
1. Click the “Training Catalog” tab



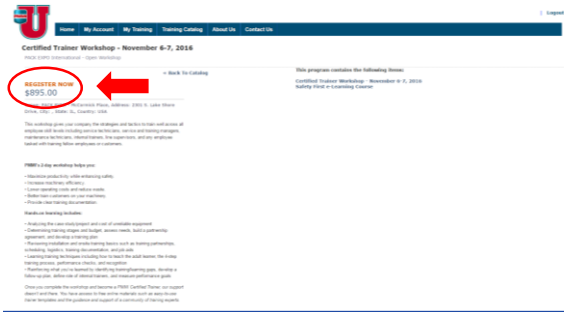
2. Look through the “Featured” tab for the workshop you want, or click the “Certified Trainer” tab for more of our Workshop options



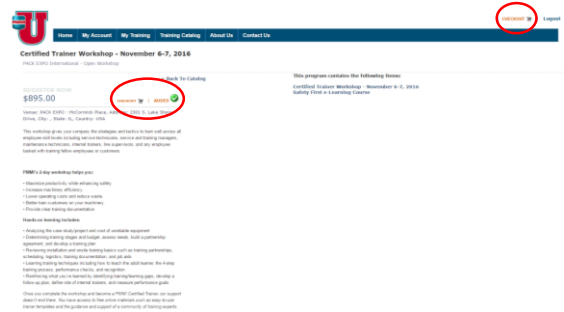
3. To view specific details about a workshop being offered, click the “View Details” tab.



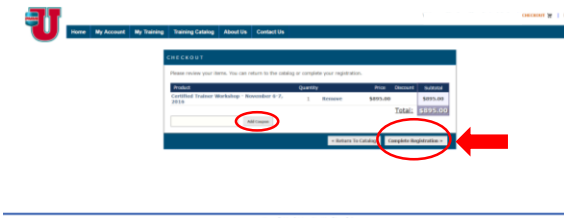
- Once you view the details and decide which workshop you would like to take, click “Register Now” at the top of the details.



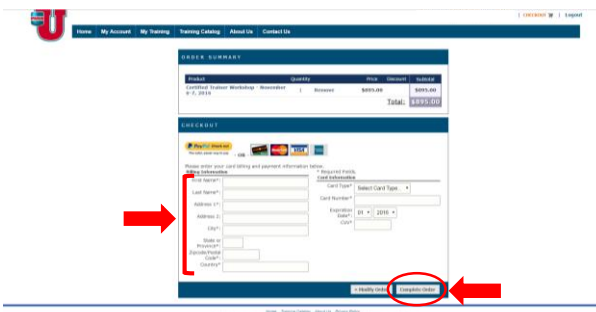
- You will now see the workshop added to your shopping cart. Click “Checkout” at any of the numerous places highlighted below.



- Make sure that you have everything in your cart that you need. If you have a coupon, add it in the designated area. Otherwise, click “Complete Registration”



- Enter your billing and payment information, and click “Complete Order”



- Once your order is complete, click “View Training” to see your course. You can also click the “My Training” tab at the top of the page to view your courses.

