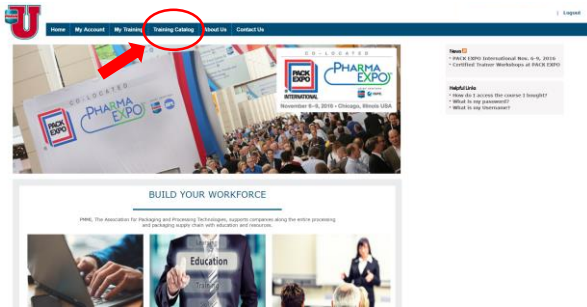




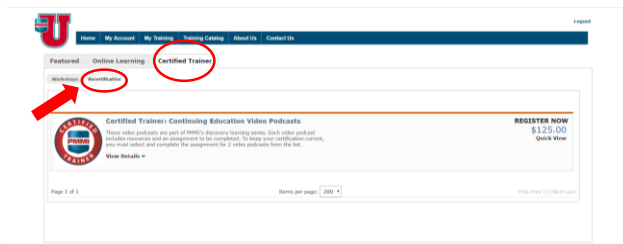
How to Sign up for and Take A Certified Trainer Continuing Education Course

Signing Up for a Course:

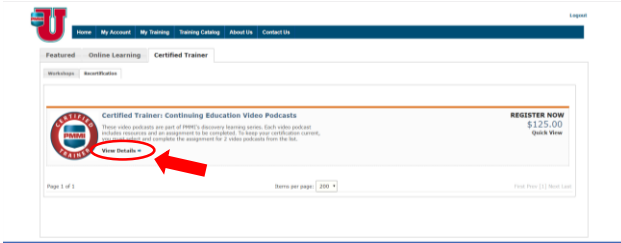
1. Click the “Training Catalog” tab



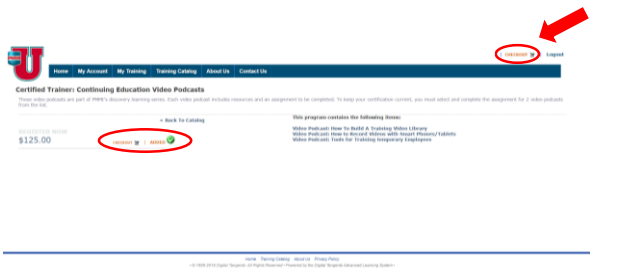
2. Click the “Certified Trainer” tab and the “Renew Certification” sub-tab



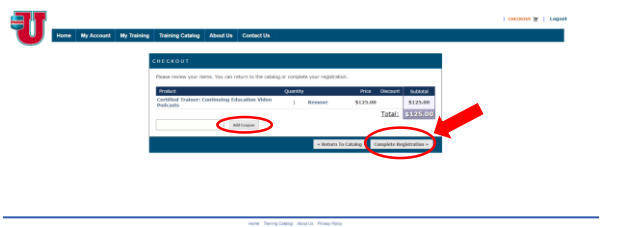
3. Click “View Details” and add the Podcasts to your account by clicking “Register Now”



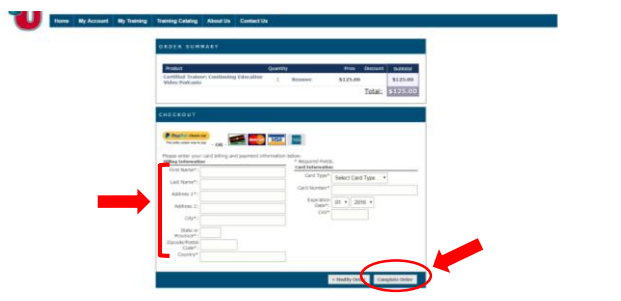
4. Click "Checkout"



5. Add a coupon if you have one, and then click "Complete Registration"



6. Enter in your billing and payment information, then click complete order

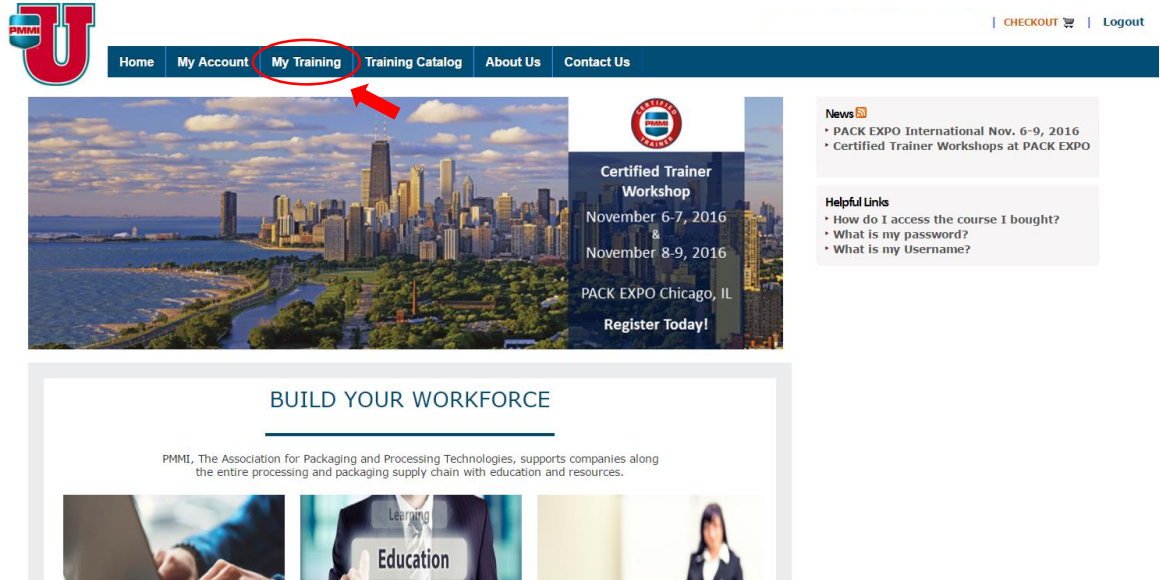


- Once your order is complete, click “View Training” to see your course. You can also click the “My Training” tab at the top of the page to view your courses.

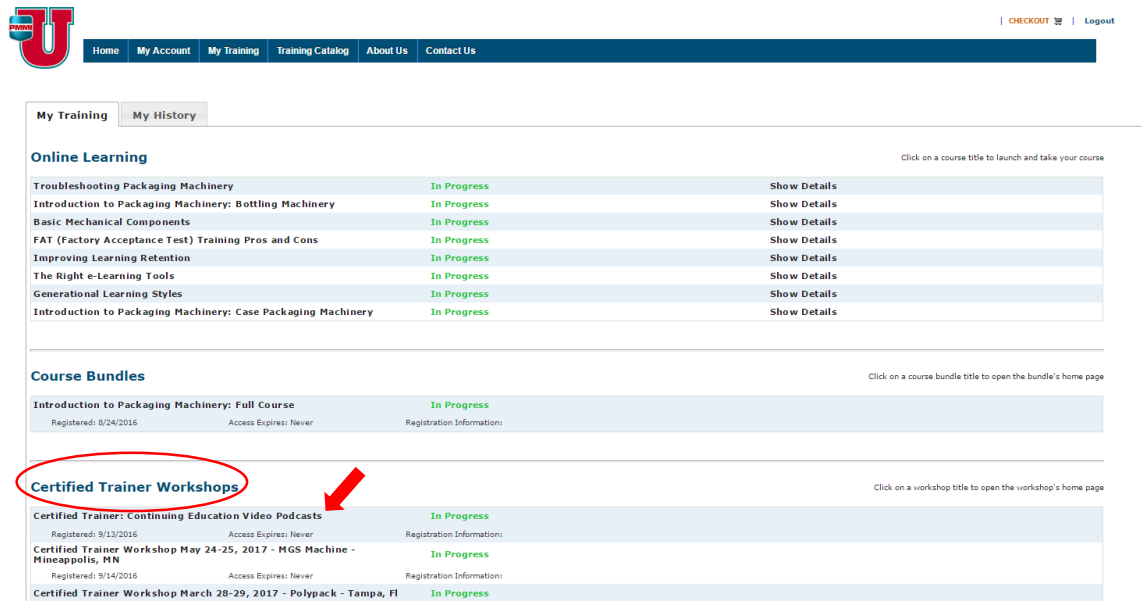


How to Take a Continuing Education Course:

1. Click the "My Training" at the top of the page

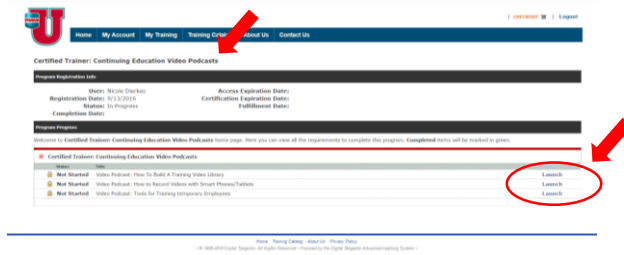


2. Your purchases will be displayed. Any Continuing Education podcasts you have ordered will be displayed.



3. Click on the bolded names of the Continuing Education podcasts you would like to view. This Click "Launch"

Continuing Education Podcast:



When you launch one of the Video Podcasts, it will open a new tab and look like this:

