How to Register for:
APHR/PHR/SPHR Certification Study Course

1. www.capital.org
2. Hover over “Training” and Select APHR/PHR/SPHR Certification

3. This link will bring you directly to the APHR/PHR/SPHR Webpage:
   - https://www.capital.org/s/aphr-phr-sphr-certification?
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aphr/phr/sphr Certification Study Course

4. Select which course to register for:

5. Click on the “Register/View Schedule” blue box
6. Review the course date listing, beware of the “delivery method”. Delivery method “Classroom” is here in Raleigh, NC. “Webinar” is our LIVE web-based program.

7. For additional details on each class date, please click the dates in blue:

- A box will display with a list of each class date for 12 weeks.
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8. Once the course is selected, click “Register” in the blue box

9. If this is your first time registering for a class “Create an Account”
10. Fill out all the information – this is important so that we can contact you regarding shipping or changes to the class.

11. An e-mail will be sent to confirm the correct e-mail address:

12. Click on the link from your e-mail and create a password:
13. Once a password is created the shopping cart will be opened, showing the PHR/SPHR Certification Study Course.

14. Click Finish Registration at the bottom Right of the screen in the blue box.

15. Provide the Payment information:
16. Enter **Shipping Information** – This is where the materials for the course will be sent.

17. Order is complete! Two e-mails will be sent from: noreply@salesforce.com with the confirmation e-mail and an e-mail with the Invoice.