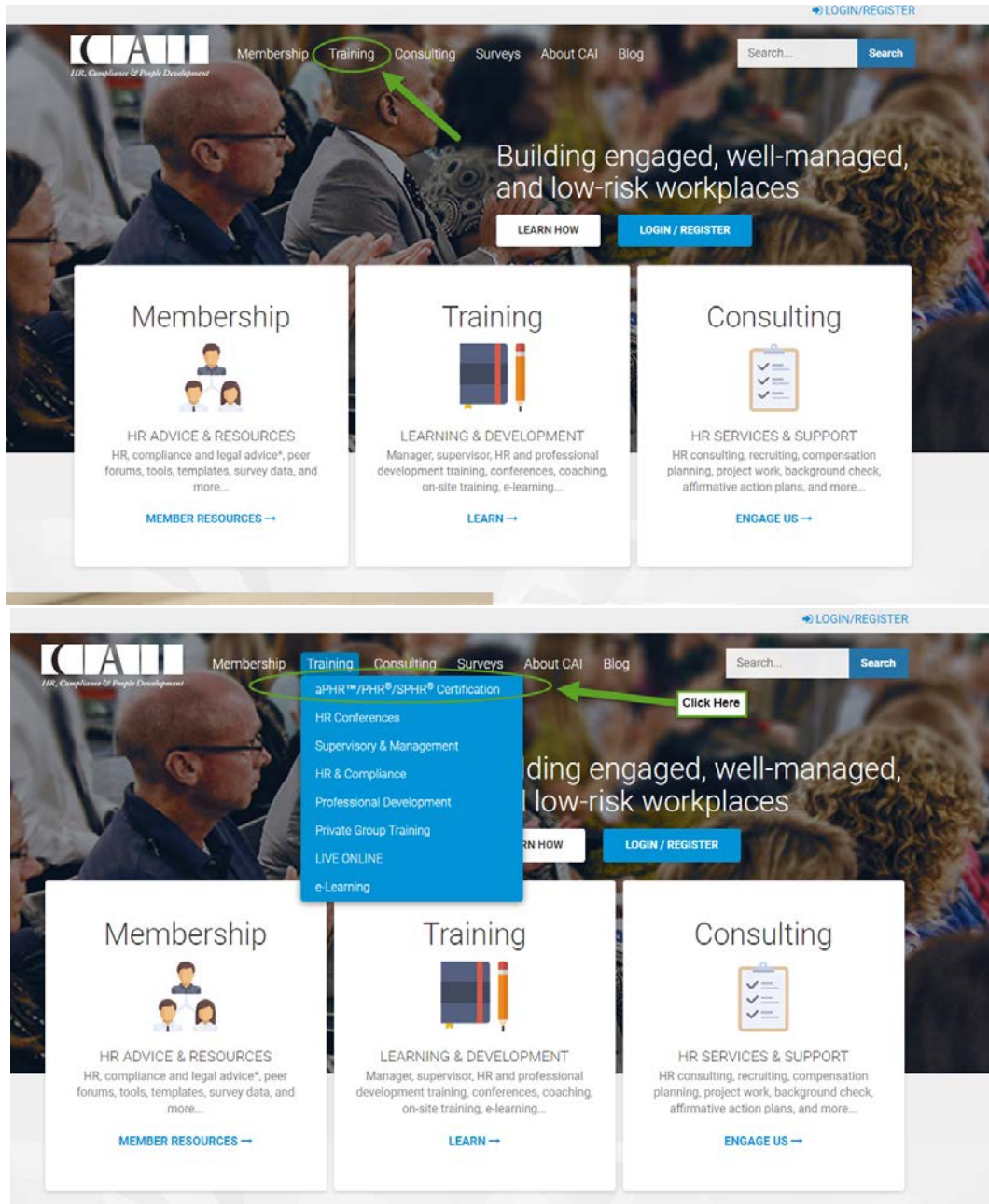


How to Register for: aPHR/PHR/SPHR Certification Study Course

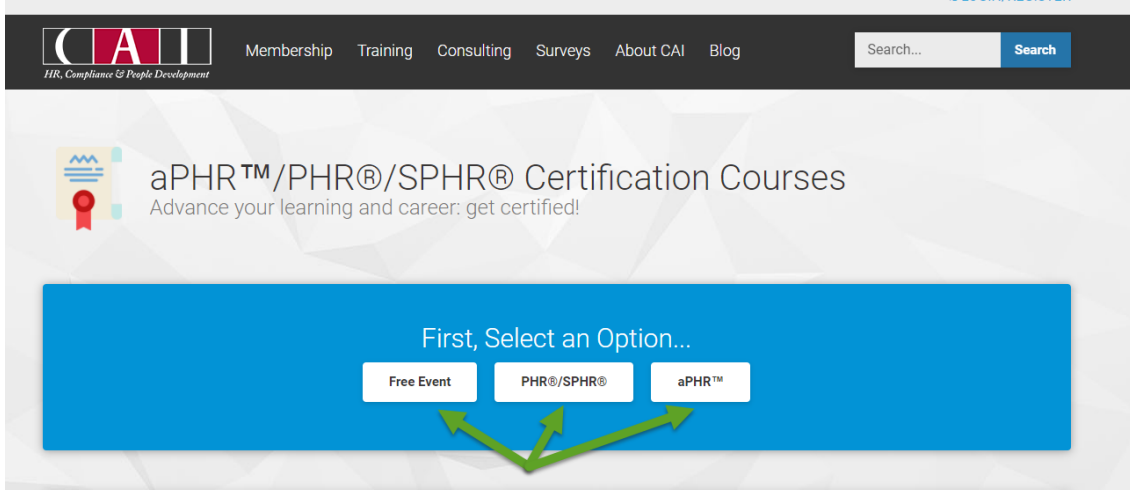
1. www.capital.org
2. Hover over "Training" and Select aPHR/PHR/SPHR Certification



3. This link will bring you directly to the aPHR/PHR/SPHR Webpage:
 - <https://www.capital.org/s/aphr-phr-sphr-certification?>

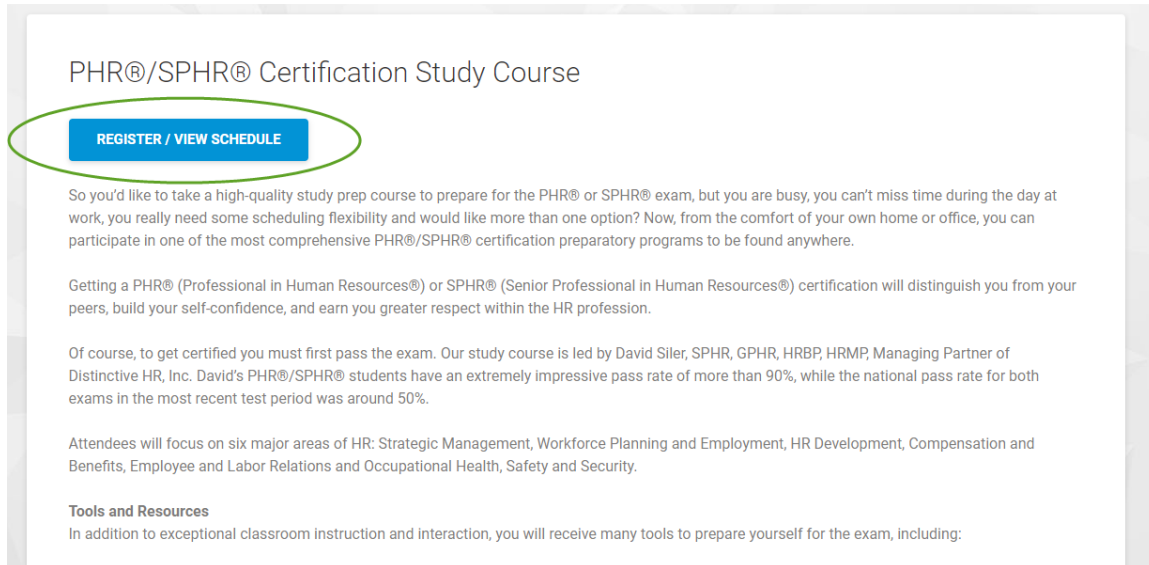
How to Register for: aPHR/PHR/SPHR Certification Study Course

4. Select which course to register for:



The screenshot shows the CAI website header with navigation links: Membership, Training, Consulting, Surveys, About CAI, and Blog. A search bar is also present. Below the header, the main content area features the CAI logo and the text "aPHR™/PHR®/SPHR® Certification Courses" with the tagline "Advance your learning and career: get certified!". A large blue banner contains the text "First, Select an Option..." and three buttons: "Free Event", "PHR®/SPHR®", and "aPHR™". Green arrows point from the banner text to each of the three buttons.

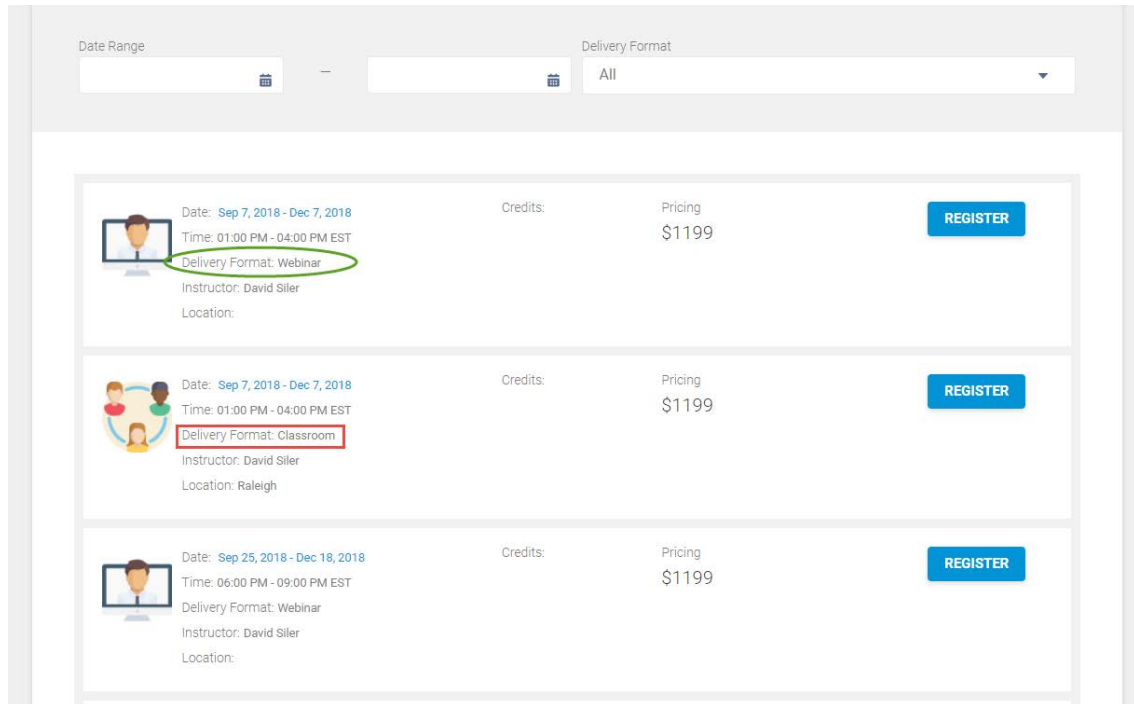
5. Click on the “Register/View Schedule” blue box



The screenshot shows the "PHR®/SPHR® Certification Study Course" page. A blue button labeled "REGISTER / VIEW SCHEDULE" is circled in green. Below the button, the text reads: "So you'd like to take a high-quality study prep course to prepare for the PHR® or SPHR® exam, but you are busy, you can't miss time during the day at work, you really need some scheduling flexibility and would like more than one option? Now, from the comfort of your own home or office, you can participate in one of the most comprehensive PHR®/SPHR® certification preparatory programs to be found anywhere." The text continues: "Getting a PHR® (Professional in Human Resources®) or SPHR® (Senior Professional in Human Resources®) certification will distinguish you from your peers, build your self-confidence, and earn you greater respect within the HR profession." It then states: "Of course, to get certified you must first pass the exam. Our study course is led by David Siler, SPHR, GPHR, HRBP, HRMP, Managing Partner of Distinctive HR, Inc. David's PHR®/SPHR® students have an extremely impressive pass rate of more than 90%, while the national pass rate for both exams in the most recent test period was around 50%." The text concludes: "Attendees will focus on six major areas of HR: Strategic Management, Workforce Planning and Employment, HR Development, Compensation and Benefits, Employee and Labor Relations and Occupational Health, Safety and Security." A section titled "Tools and Resources" follows, stating: "In addition to exceptional classroom instruction and interaction, you will receive many tools to prepare yourself for the exam, including:"

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

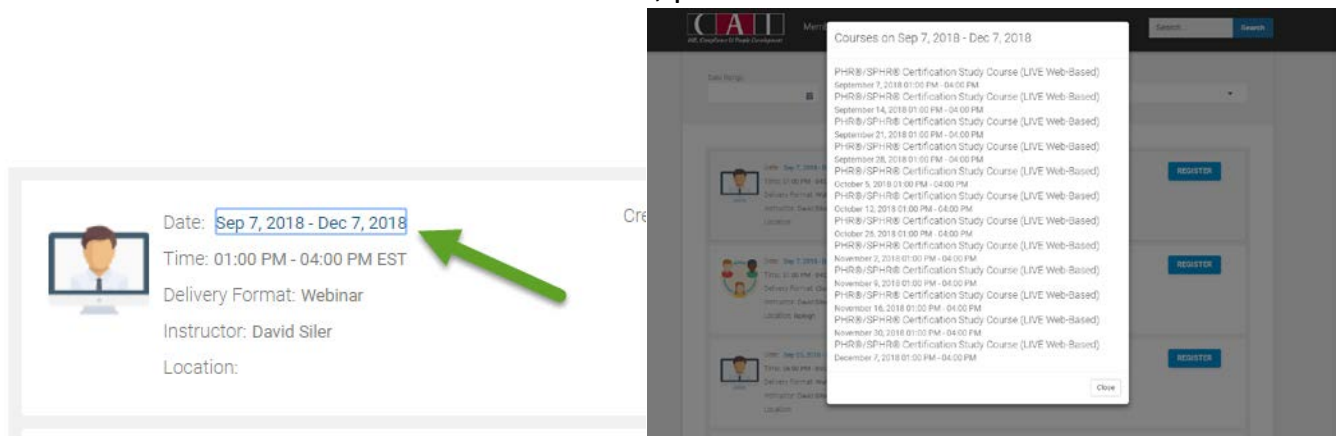
6. Review the course date listing, beware of the “delivery method”. Delivery method “Classroom” is here in Raleigh, NC. “Webinar” is our LIVE web-based program.



The screenshot shows a course listing interface. At the top, there are filters for 'Date Range' and 'Delivery Format' (set to 'All'). Below the filters are three course cards. Each card displays a date range, time, delivery format, instructor name, and location, along with a 'REGISTER' button. The first card has 'Delivery Format: Webinar' circled in green. The second card has 'Delivery Format: Classroom' boxed in red. The third card has 'Delivery Format: Webinar'.

Date Range	Time	Delivery Format	Instructor	Location	Credits	Pricing	Action
Sep 7, 2018 - Dec 7, 2018	01:00 PM - 04:00 PM EST	Webinar	David Siler			\$1199	REGISTER
Sep 7, 2018 - Dec 7, 2018	01:00 PM - 04:00 PM EST	Classroom	David Siler	Raleigh		\$1199	REGISTER
Sep 25, 2018 - Dec 18, 2018	06:00 PM - 09:00 PM EST	Webinar	David Siler			\$1199	REGISTER

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

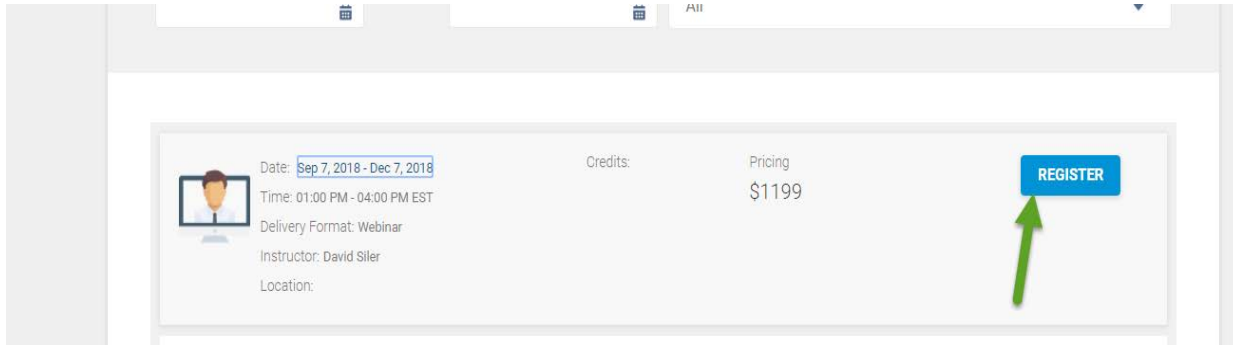


The screenshot shows a course card with the date 'Sep 7, 2018 - Dec 7, 2018' highlighted in blue. A green arrow points to this date. To the right, a dropdown menu is open, displaying a list of dates for the course, including 'September 7, 2018 01:00 PM - 04:00 PM', 'September 14, 2018 01:00 PM - 04:00 PM', 'September 21, 2018 01:00 PM - 04:00 PM', 'September 28, 2018 01:00 PM - 04:00 PM', 'October 5, 2018 01:00 PM - 04:00 PM', 'October 12, 2018 01:00 PM - 04:00 PM', 'October 19, 2018 01:00 PM - 04:00 PM', 'October 26, 2018 01:00 PM - 04:00 PM', 'November 2, 2018 01:00 PM - 04:00 PM', 'November 9, 2018 01:00 PM - 04:00 PM', 'November 16, 2018 01:00 PM - 04:00 PM', 'November 23, 2018 01:00 PM - 04:00 PM', and 'December 7, 2018 01:00 PM - 04:00 PM'. Each date in the dropdown is followed by '(LIVE Web-Based)'. A 'Close' button is at the bottom of the dropdown.

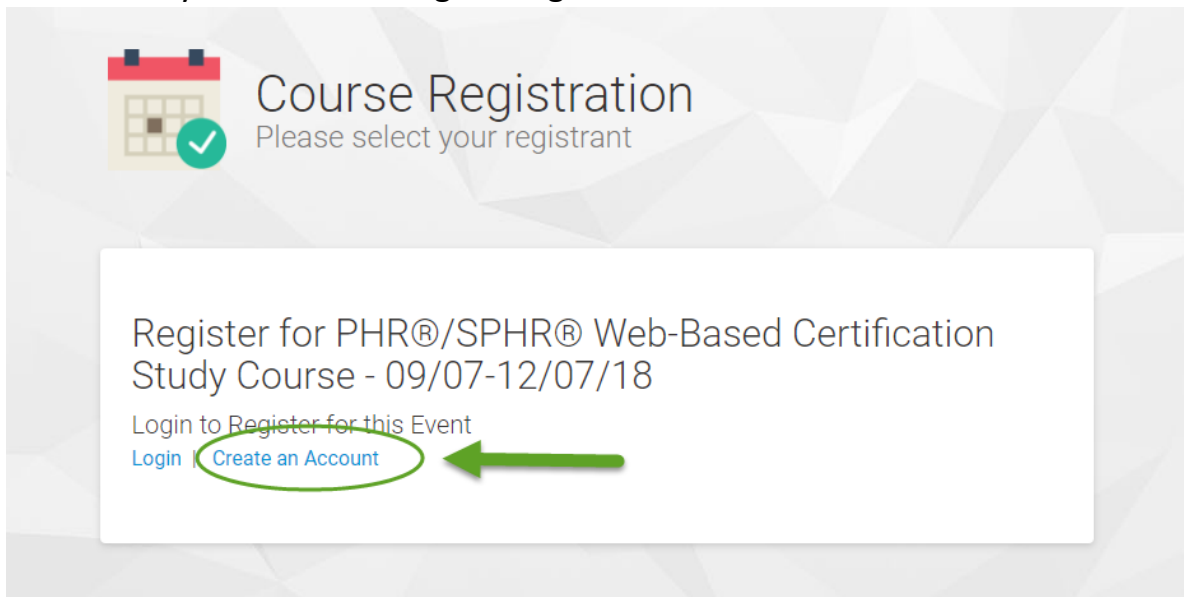
- A box will display with a list of each class date for 12 weeks.

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

8. Once the course is selected, click “Register” in the blue box

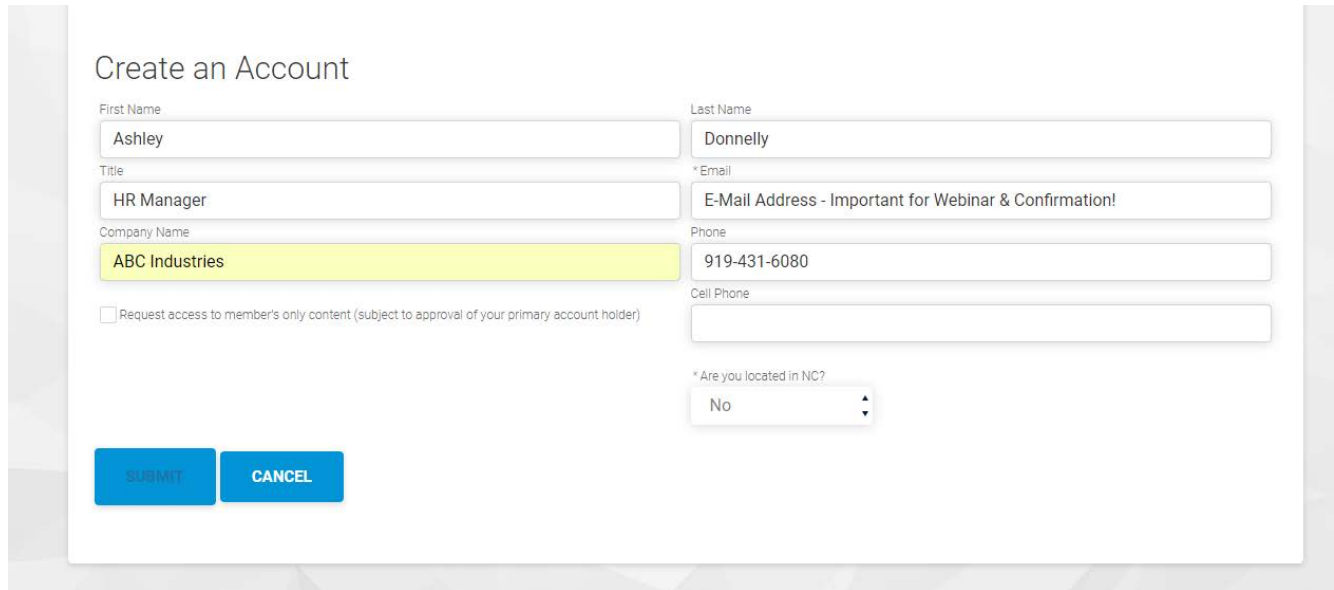


9. If this is your first time registering for a class “Create an Account”



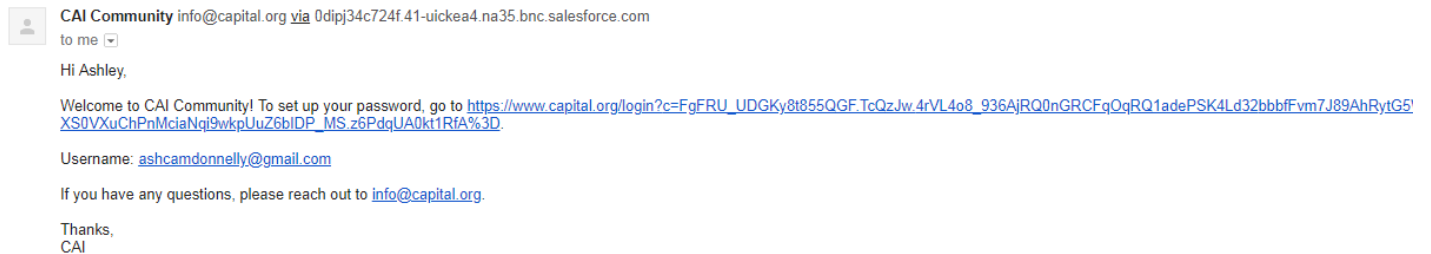
How to Register for: aPHR/PHR/SPHR Certification Study Course

10. Fill out all the information – this is important so that we can contact you regarding shipping or changes to the class.

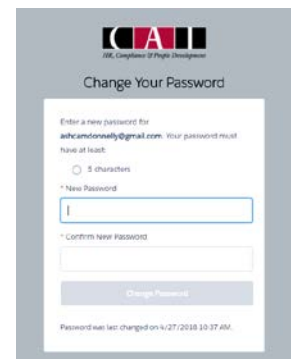
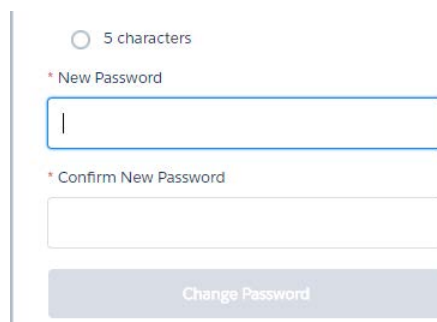


11. An e-mail will be sent to confirm the correct e-mail address:

Your CAI Login Information Inbox x

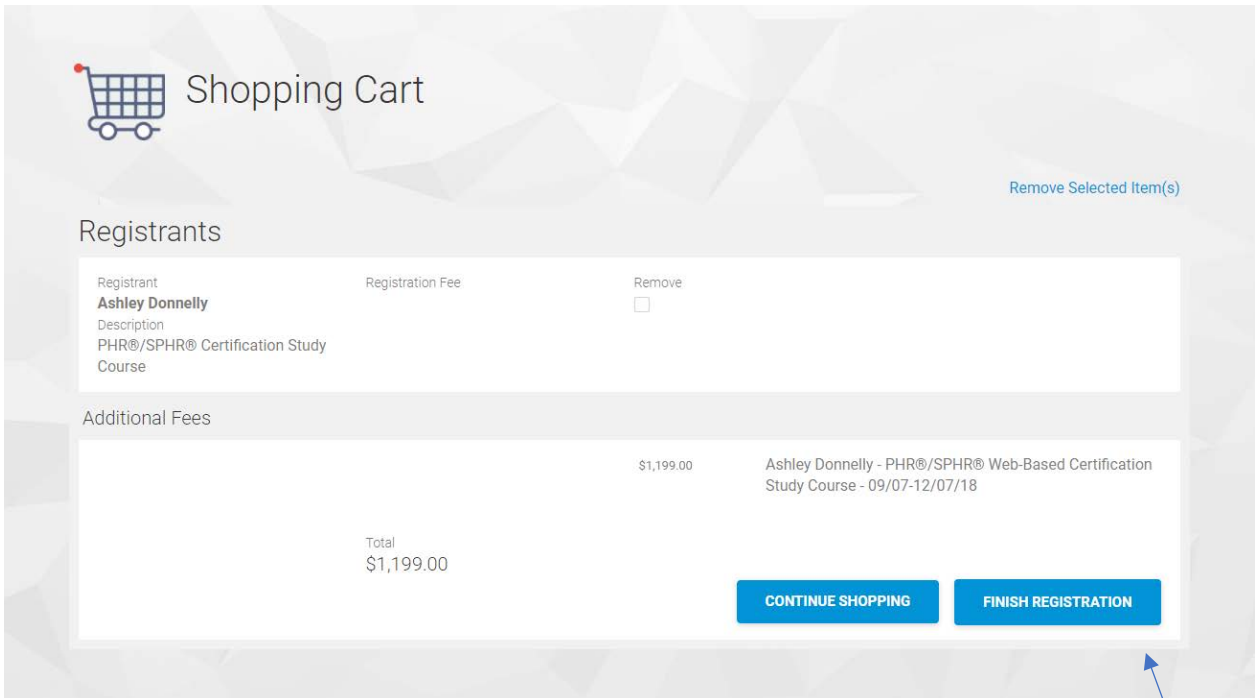


12. Click on the link from your e-mail and create a password:



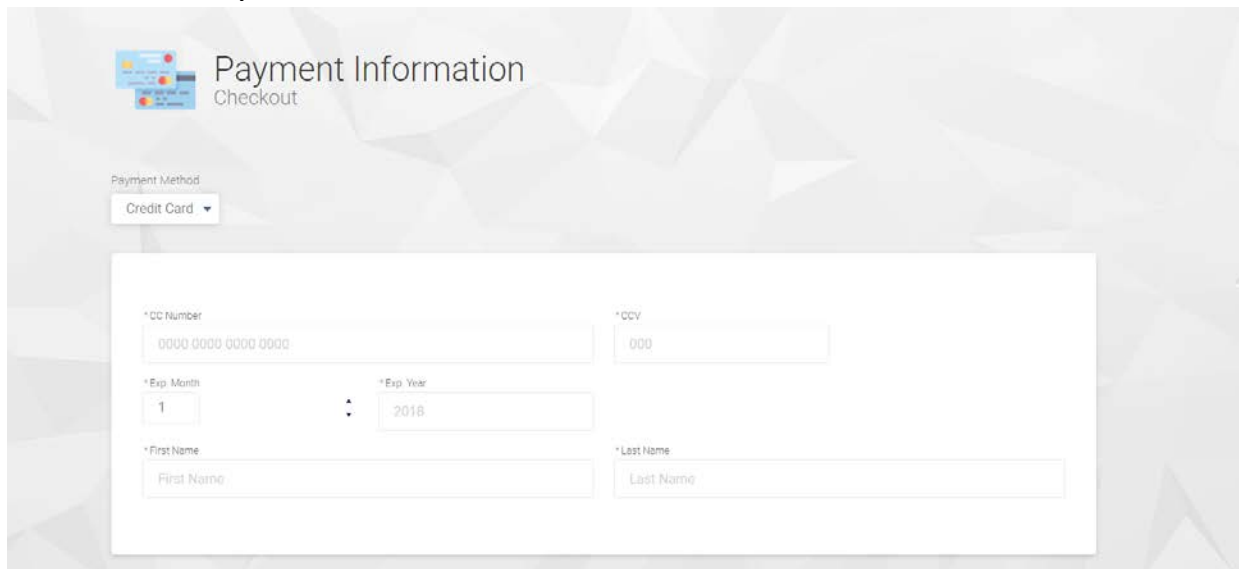
How to Register for: aPHR/PHR/SPHR Certification Study Course

13. Once a password is created the shopping cart will be opened, showing the PHR/SPHR Certification Study Course.



The screenshot shows a 'Shopping Cart' page with a shopping cart icon. The page title is 'Shopping Cart' and there is a 'Remove Selected Item(s)' link. Under the 'Registrants' section, there is one entry for 'Ashley Donnelly' with a registration fee of \$1,199.00. Below this, the 'Additional Fees' section shows a total of \$1,199.00 for the 'Ashley Donnelly - PHR®/SPHR® Web-Based Certification Study Course - 09/07-12/07/18'. At the bottom right, there are two blue buttons: 'CONTINUE SHOPPING' and 'FINISH REGISTRATION'. A blue arrow points to the 'FINISH REGISTRATION' button.

14. Click Finish Registration at the bottom Right of the screen in the blue box.
15. Provide the Payment information:



The screenshot shows a 'Payment Information' page with a 'Checkout' section. The 'Payment Method' is set to 'Credit Card'. The form includes fields for: * CC Number (0000 0000 0000 0000), * CCV (000), * Exp. Month (1), * Exp. Year (2018), * First Name (First Name), and * Last Name (Last Name).

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



16. Enter **Shipping Information** – This is where the materials for the course will be sent.

Shipping Address

* Shipping Street

* Shipping City

* Shipping State

* Shipping Zip

* Shipping Country

Total: \$1,199.00

[SUBMIT ORDER](#)

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.