Registration Steps

This process will take 7 minutes to complete.



01 - Choose Training Date

Click <u>HERE</u> to view upcoming training sessions.

• If your organization is hosting a private training, look for the organization's name in the title of the class.

02- Click "Add to Cart"



03- Click "Create a New Profile" / "Log In" For Existing Users

Have an existing profile but can't access it? Email the following to corde.joanna@spcollege.edu so we can finish your registration:

- First & Last Name
- Date Of Birth
- Desired Training Date

04 - Proceed to Cart to Checkout

05 - Redeem FREE Training

Type MHFA under "Discounts and Checkout" so the training is free.
Click "Apply Class Code" to zero out your total.



06 - Click "Checkout"

Credit card information will not be requested if the discount code processed. Otherwise, attempt Step 5 again.

A confirmation email will be sent once registration is completed.



At least 14 days prior to the training class, you will be sent detailed "next steps" to the email provided at registration. This will include instructions on how to complete your pre-work which is due seven (7) days prior to the training class.

CALL 727-341-3640 TO REGISTER OVER THE PHONE M-TH 8AM-3PM

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