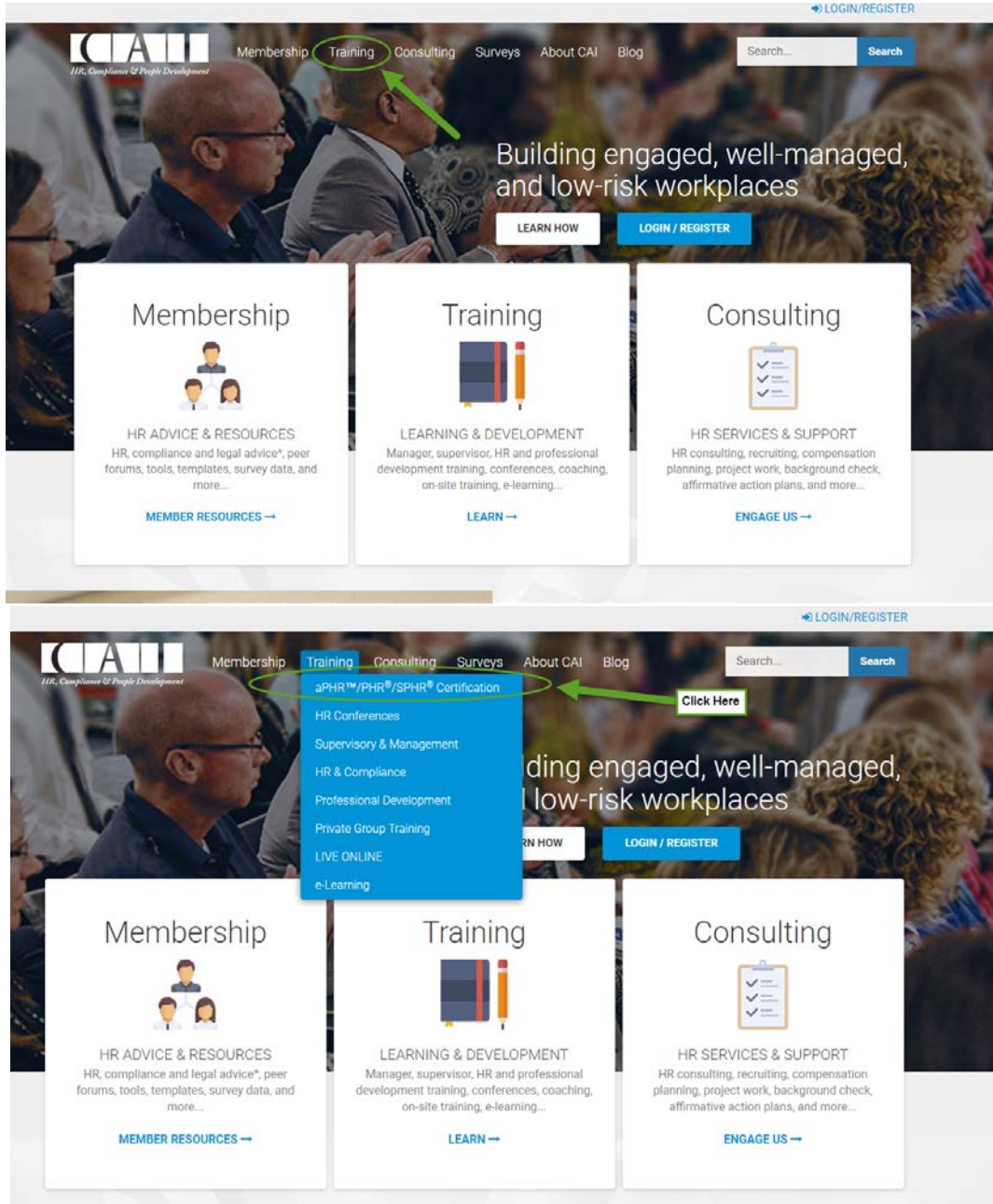


# How to Register for: aPHR/PHR/SPHR Certification Study Course

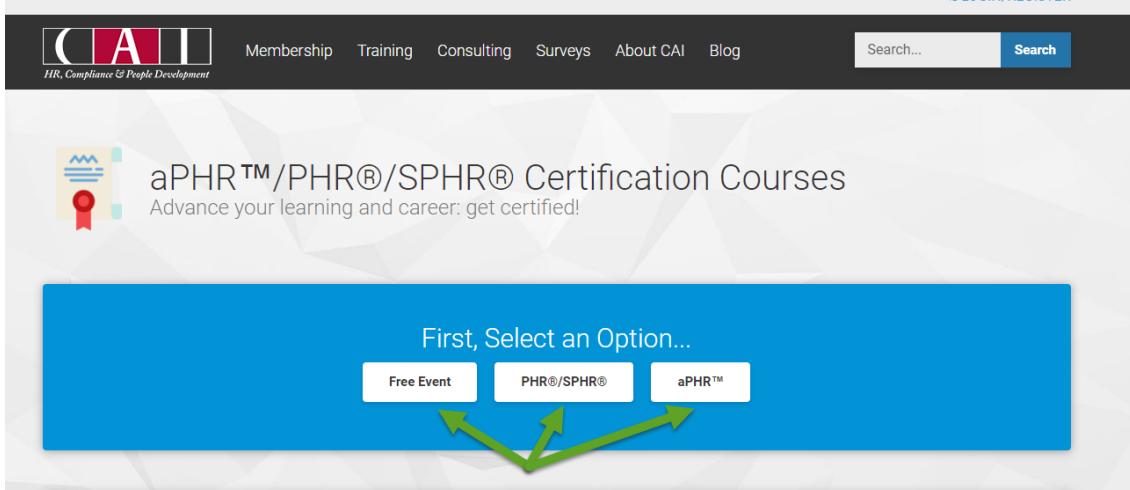
1. [www.capital.org](http://www.capital.org)
2. Hover over "Training" and Select aPHR/PHR/SPHR Certification



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:



CAI  
HR, Compliance & People Development

Membership Training Consulting Surveys About CAI Blog

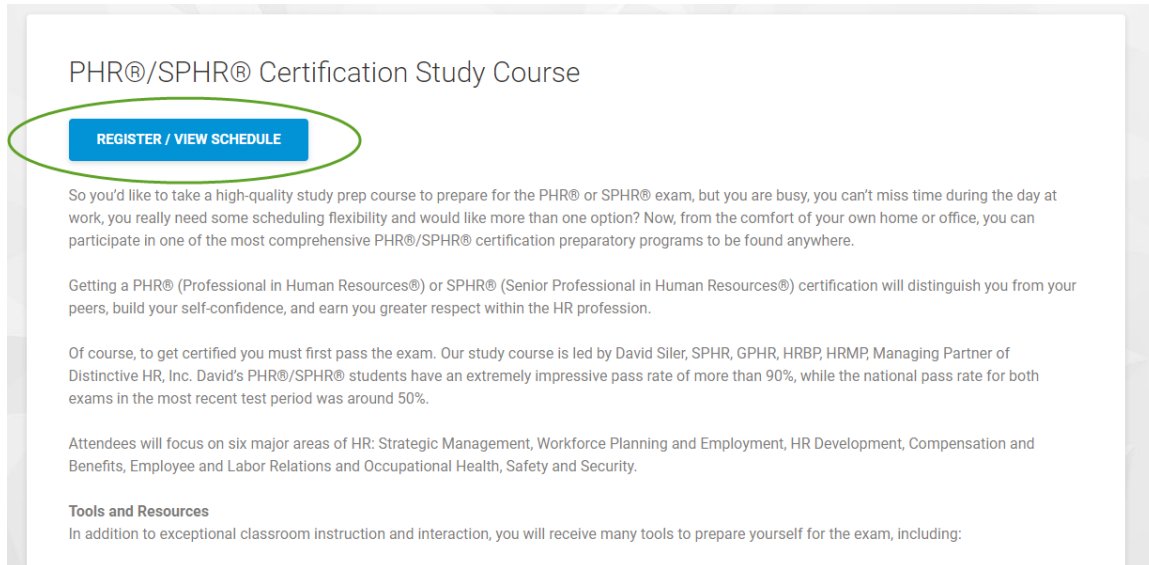
Search... Search

 aPHR™/PHR®/SPHR® Certification Courses  
Advance your learning and career: get certified!

First, Select an Option...

Free Event PHR®/SPHR® aPHR™

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



PHR®/SPHR® Certification Study Course

[REGISTER / VIEW SCHEDULE](#)

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.

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.

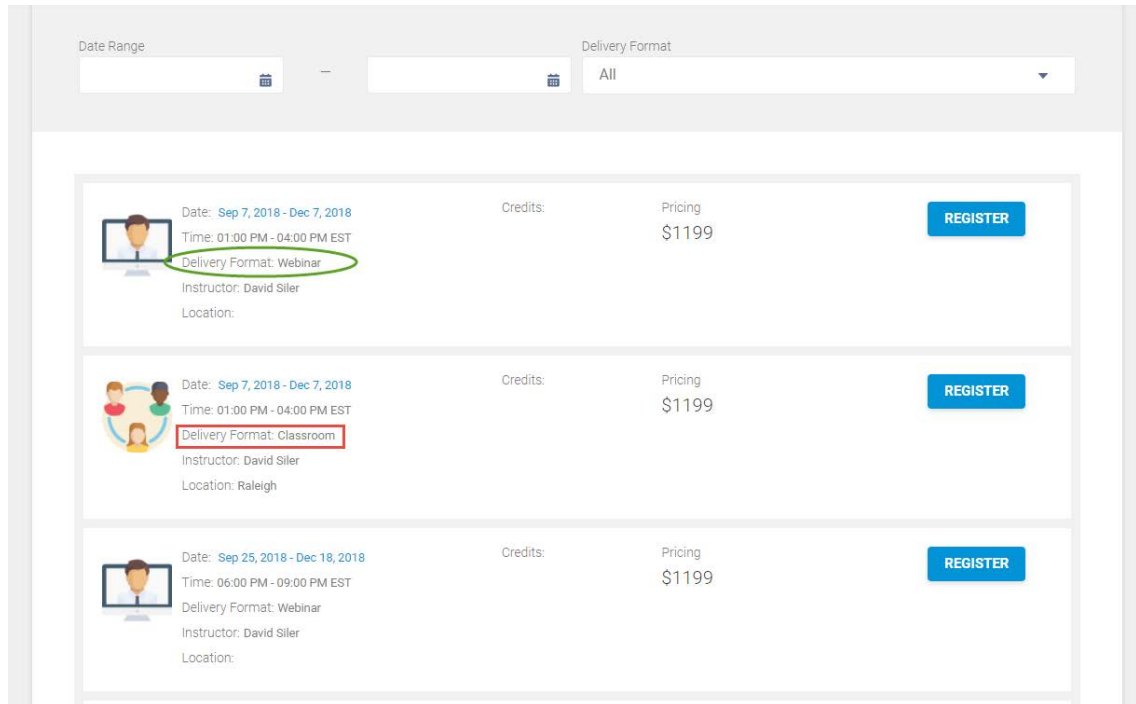
Of course, to get certified you must first pass the exam. Our study course is led by David Siler, SPHR, GPHR, HRBP, HRMP, Managing Partner of Distinctive HR, Inc. David's PHR®/SPHR® students have an extremely impressive pass rate of more than 90%, while the national pass rate for both exams in the most recent test period was around 50%.

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.

**Tools and Resources**  
In addition to exceptional classroom instruction and interaction, you will receive many tools to prepare yourself for the exam, including:

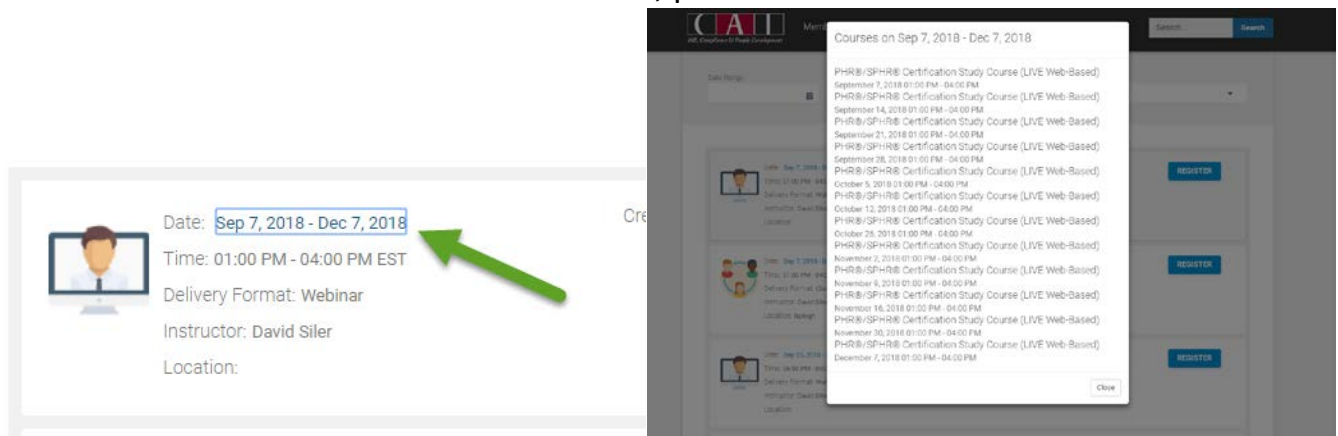
# How to Register for: aPHR/PHR/SPHR Certification Study Course

- 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 are three course cards. The first card has 'Delivery Format: Webinar' circled in green. The second card has 'Delivery Format: Classroom' boxed in red. Each card includes details for Date, Time, Credits, Pricing (\$1199), and a 'REGISTER' button.

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

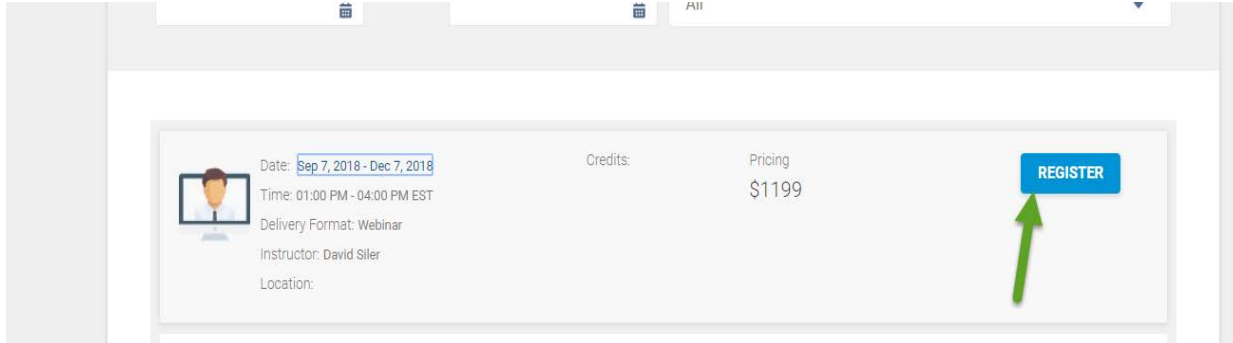


This block shows a close-up of a course card where the date 'Sep 7, 2018 - Dec 7, 2018' is highlighted in blue. A green arrow points to this date. To the right, a dropdown menu is open, displaying a list of dates for the course, including 'September 7, 2018 01:00 PM - 04:00 PM' through 'December 7, 2018 01:00 PM - 04:00 PM'. Each date in the list is followed by '(LIVE Web-Based)'. The background shows the course card details and a 'REGISTER' button.

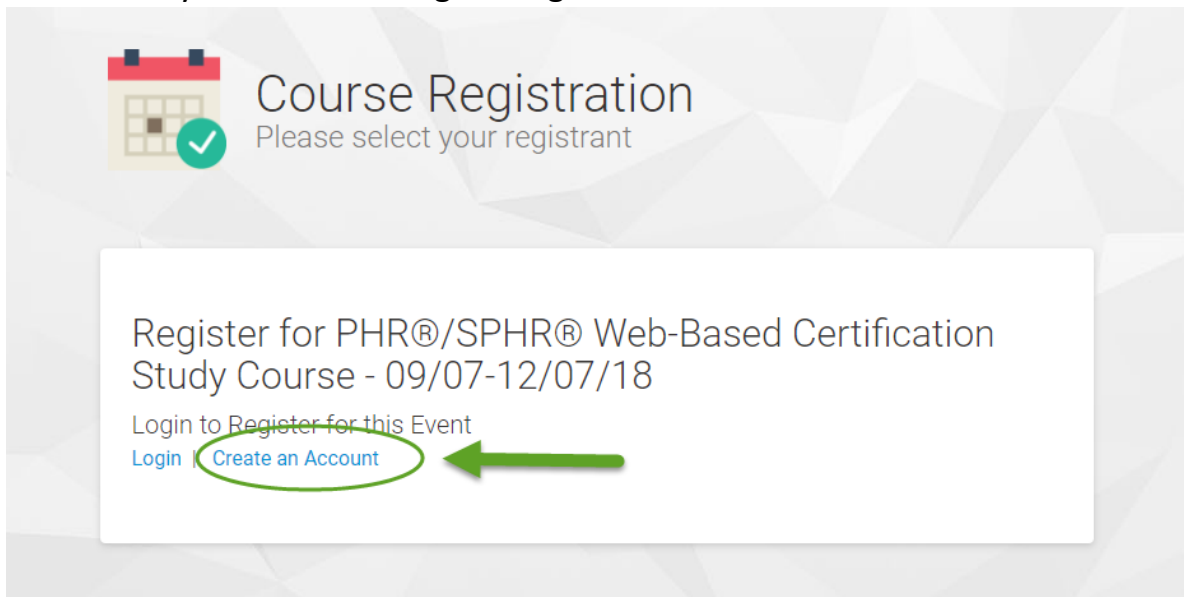
- A box will display with a list of each class date for 12 weeks.

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

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

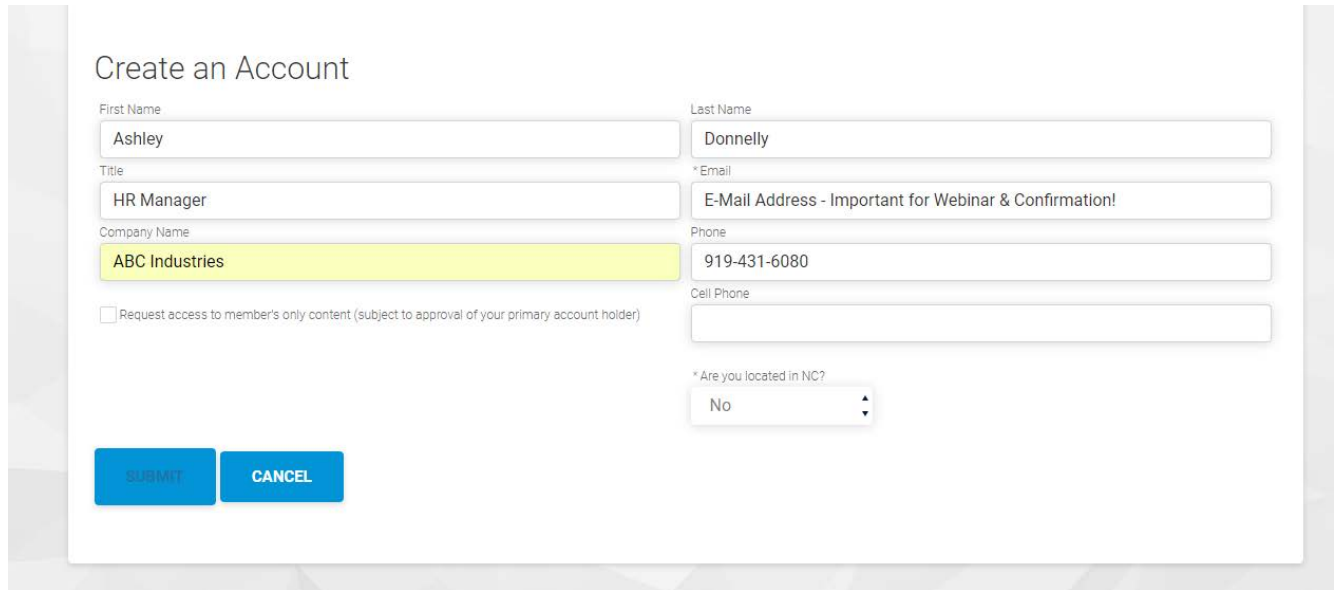


9. If this is your first time registering for a class “Create an Account”



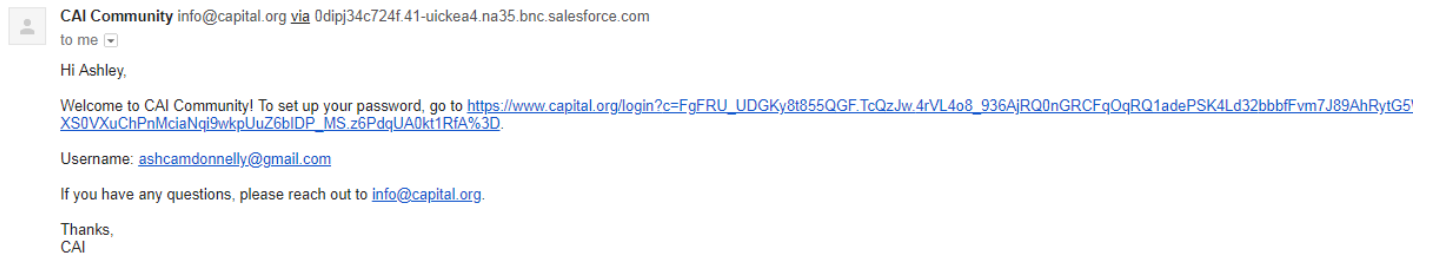
# How to Register for: aPHR/PHR/SPHR Certification Study Course

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

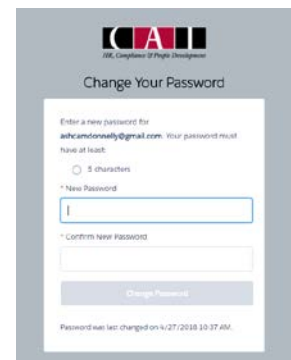
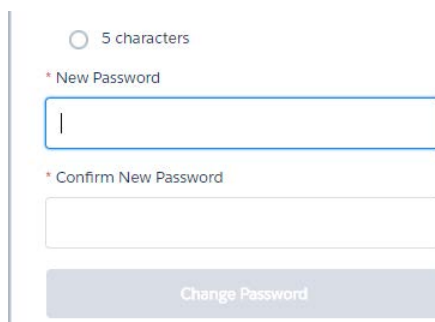


11. An e-mail will be sent to confirm the correct e-mail address:

Your CAI Login Information Inbox x

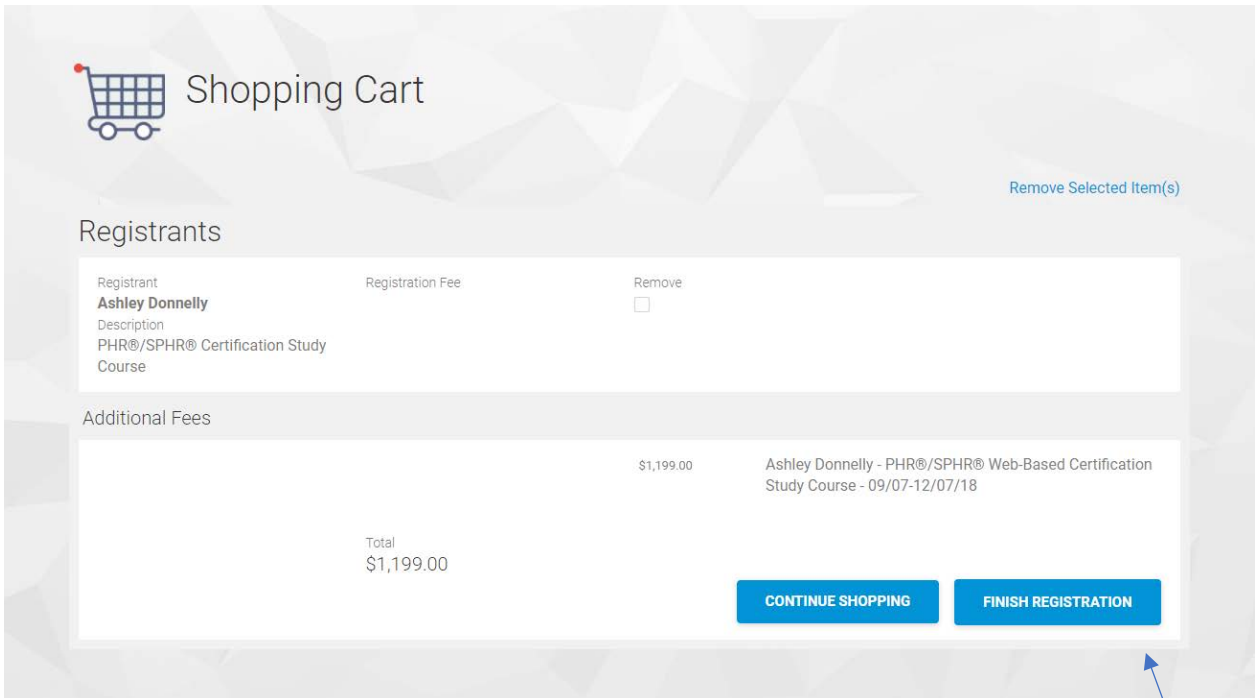


12. Click on the link from your e-mail and create a password:



# 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 and the title 'Shopping Cart'. Below the title is a 'Remove Selected Item(s)' link. The main content area is titled 'Registrants' and contains a table with one row for 'Ashley Donnelly'. The table has columns for 'Registrant', 'Registration Fee', and 'Remove'. Below the table is an 'Additional Fees' section with a table showing a fee of '\$1,199.00' for 'Ashley Donnelly - PHR®/SPHR® Web-Based Certification Study Course - 09/07-12/07/18'. At the bottom, there is a 'Total' of '\$1,199.00' and two blue buttons: 'CONTINUE SHOPPING' and 'FINISH REGISTRATION'. A blue arrow points to the 'FINISH REGISTRATION' button.

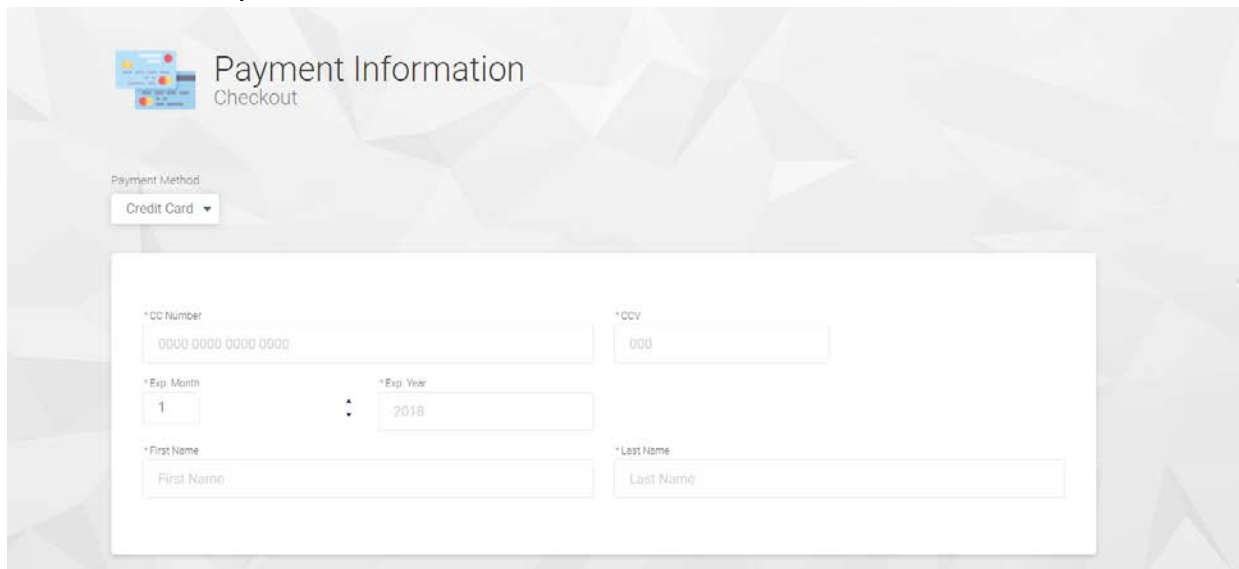
Registrant	Registration Fee	Remove
Ashley Donnelly Description PHR®/SPHR® Certification Study Course		<input type="checkbox"/>

Additional Fees	Amount	Description
	\$1,199.00	Ashley Donnelly - PHR®/SPHR® Web-Based Certification Study Course - 09/07-12/07/18

Total  
\$1,199.00

[CONTINUE SHOPPING](#) [FINISH REGISTRATION](#)

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' sub-header. The 'Payment Method' is set to 'Credit Card'. Below this is a form with fields for 'CC Number', 'CCV', 'Exp. Month', 'Exp. Year', 'First Name', and 'Last Name'. The 'CC Number' field contains '0000 0000 0000 0000', the 'CCV' field contains '000', the 'Exp. Month' field contains '1', and the 'Exp. Year' field contains '2018'. The 'First Name' and 'Last Name' fields are empty.

Payment Method  
Credit Card

\* CC Number  
0000 0000 0000 0000

\* CCV  
000

\* Exp. Month  
1

\* Exp. Year  
2018

\* First Name  
First Name

\* 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.