

## AL Administrator Course Registration

1. Go to: <https://training.idhca.org/>
2. Click on “Register Now”



3. Click on “Not a member yet? Register now.”

## My Profile

Username or email address \*

Password \*

☐ Remember me

Lost your password?

Not a member yet? Register now.



4. Complete the information **in the name of the Student.**

Username \*

User Email \*

User Password \*

Confirm Password \*

First Name \*

Last Name \*

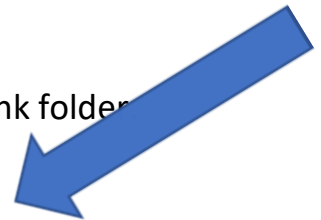
Company Name \*

5. Click “Submit”

6. You will receive an e-mail confirmation...please check your spam/junk folder

7. Log in with the username/password you just created.

8. Click on “Training”



Idaho Health Care Association

[Home](#)

[Training](#)

## My Profile

9. Click on “Assisted Living Administrator Course”



### Assisted Living Administrator Course

Uncategorized

**\$675.00**

10. Click on “Add to Cart” (IF a member of IHCA, call 208.343.9735 for discount code.)

**IHCA Member price \$375 (call for discount code)**


1

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Add to cart

11. Enter discount code (it is case sensitive)

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Assisted Living Administrator Course

Coupon code

Apply coupon


12. IF you have used discount code you will see the discounted price appear. Click “Proceed to checkout”

Total

\$375.00

Proceed to checkout

13. Fill in the Billing details. This information should match the credit card information. Review “Your Order” and place a check mark in the box and click “PayPal Checkout”. This will open a window to log in to your PayPal account **OR** “Pay with Debit or Credit Card” as a guest.



## Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

[Forgot password?](#)

Log In

or

Pay with Debit or Credit Card

14. **IMPORTANT:** The e-mail address you enter during the PayPal billing process should be the student's e-mail regardless of who is paying the bill.

15. Once payment processes you may start the course immediately.

Please note the course is NOT transferrable or refundable.