



Course Enrollment Instructions

How to enroll your crew

- 1** Obtain the email address of your learner or tradesperson.
- 2** Choose a single password that will be used for each learner's account. 
- 3** Manually enroll each learner and enter the PCA's promo code to save 100% off.
- 4** Give each learner their login information and the course link so they can get started. 
- 5** You don't have to worry about a learner skipping ahead because the course does not allow them to skip ahead.
- 6** When they finish, the course generates a digital certificate, which serves as proof to you that they completed the entire process. However, you can also view their progress in the program by logging in with their email address and the universal password. 
- 7** Some companies offer a bonus or a small raise in exchange for proof of completion.
- 8** Consider follow-up demonstrations so learners can also practice the skills hands-on. 