ICPI Hardscape Institute

Step 3: Register for a Course, Individual Module, or Webinar

Once you have decided on the career path that best suits you, it is time to register!

For this example, we will be using the Contractor Career Path:

1. Choose the Contractor category on any of the three links as explained in Step 2. Once there, you will see the page as seen in Figure 1.
2. Using the Contractor Career Path, determine which level of education you are looking for:
   - **Beginner**: Boot Camp
   - **Certified Installer**: Concrete Paver Installer Course (Certification available)
   - **Specialist**: Residential Specialist, Commercial Specialist, or PICP Specialist Course (Designation Available)
   - **Professional**: Residential or Commercial Business Course (available in October 2019)
3. Choose the course you would like to attend by clicking on one of the education boxes on the bottom of the page OR by clicking the links in the paragraph on the right under the coordinating description.
4. Each level of education will have a coordinating page to give you more information about the course content, cost and more.

Figure 1
5. In this example, we have chosen the Installer Residential Specialist Course:
   - The Specialist courses are available online in full or by individual modules. If you are looking to earn the Specialist designation, you will want to register for the full course.
   - If you are simply looking to earn continuing education, you can watch the individual modules or take the full course.

6. Click Register

7. Confirm the product and price based on membership category in your cart:
   - You have the option to “Continue Shopping” if you would like to add additional products. (Note: You can only purchase products for yourself. You cannot purchase products for other people on your account).

8. Click Checkout. (Note: If you do not want to purchase this item, click remove item).
9. Input Payment information:
10. Once payment is completed, you can access your online learning purchase in one of three ways:
    - After payment, the thank you page will give you the option to begin your online learning immediately. This will take you to your Dashboard to begin your learning.
    - On the thank you page, you will also have the option to go back to the home page. On the homepage, you can click on “Dashboard” in the left-hand sidebar to find learning you have registered for.
    - Finally, you will receive a confirmation email for your purchase that will include the link and directions to access your online learning. Please keep in mind, you will always need to be logged in to see your Dashboard.