

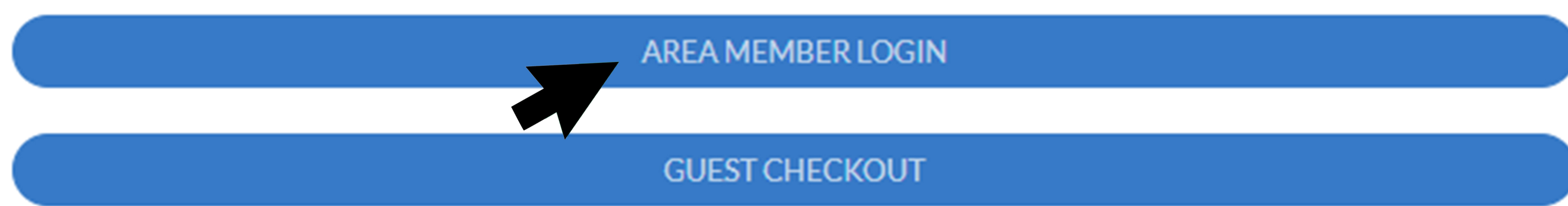
# Registration 101: Third-Party Course

**Step 1:** Click [here](#) to assign Third-Party Course into your AREA member account

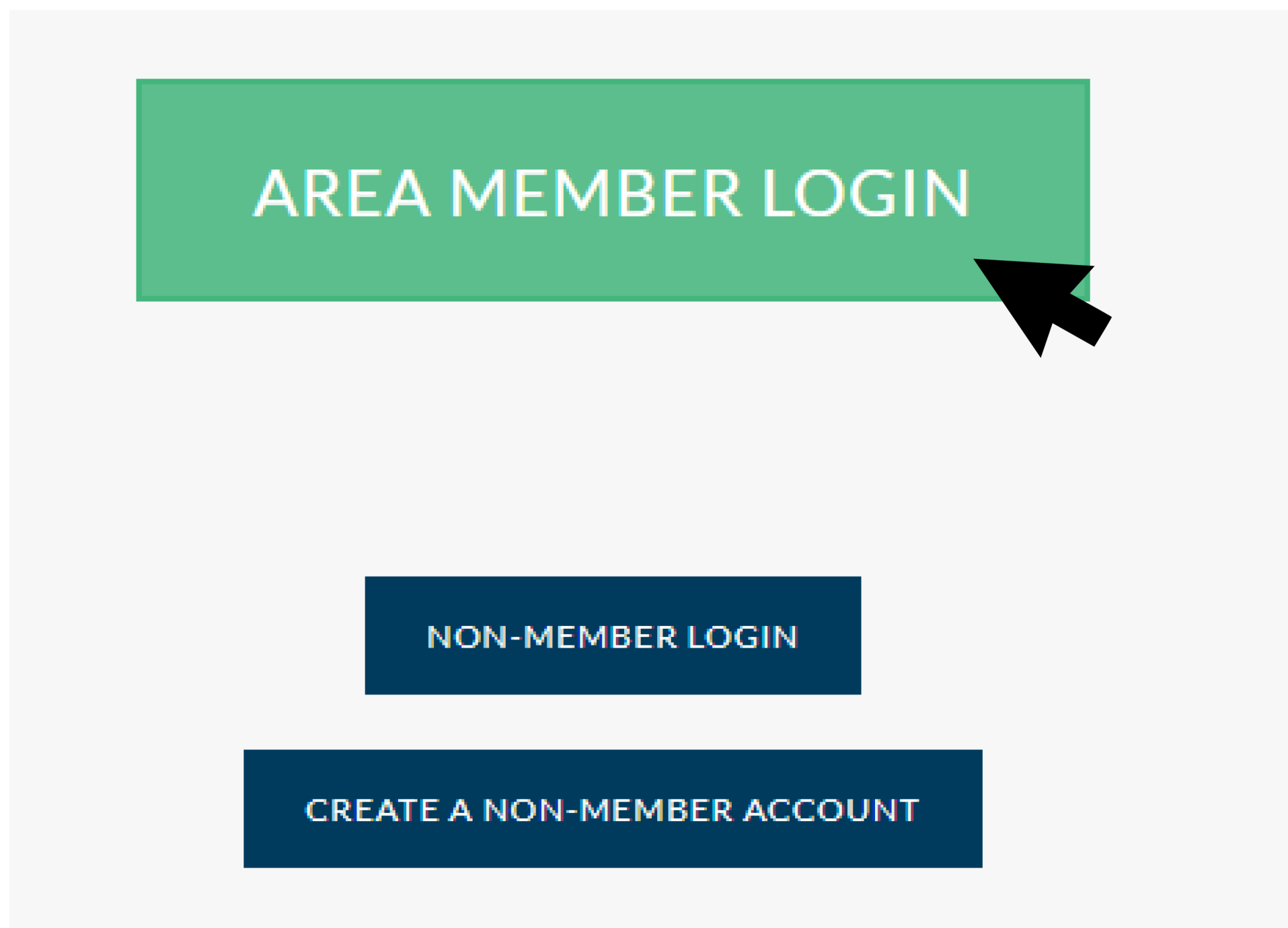
Please choose from the variations below to see the items details, price, and to add it to your cart

Item	
<a href="#">View</a>	AREA 2019 Mandatory Course (CASL)
<a href="#">View</a>	AREA 2019 Mandatory Course (Competition Law)
<a href="#">View</a>	AREA 2019 Mandatory Course (Third Party Course Equivalent)

**Step 2:** Scroll down and click the blue box labelled "LOGIN TO EXISTING ACCOUNT"



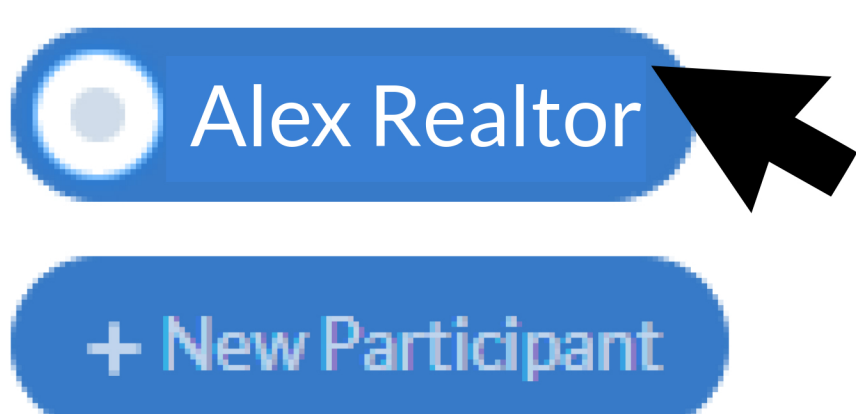
**Step 3:** Select AREA MEMBER LOGIN and enter credentials



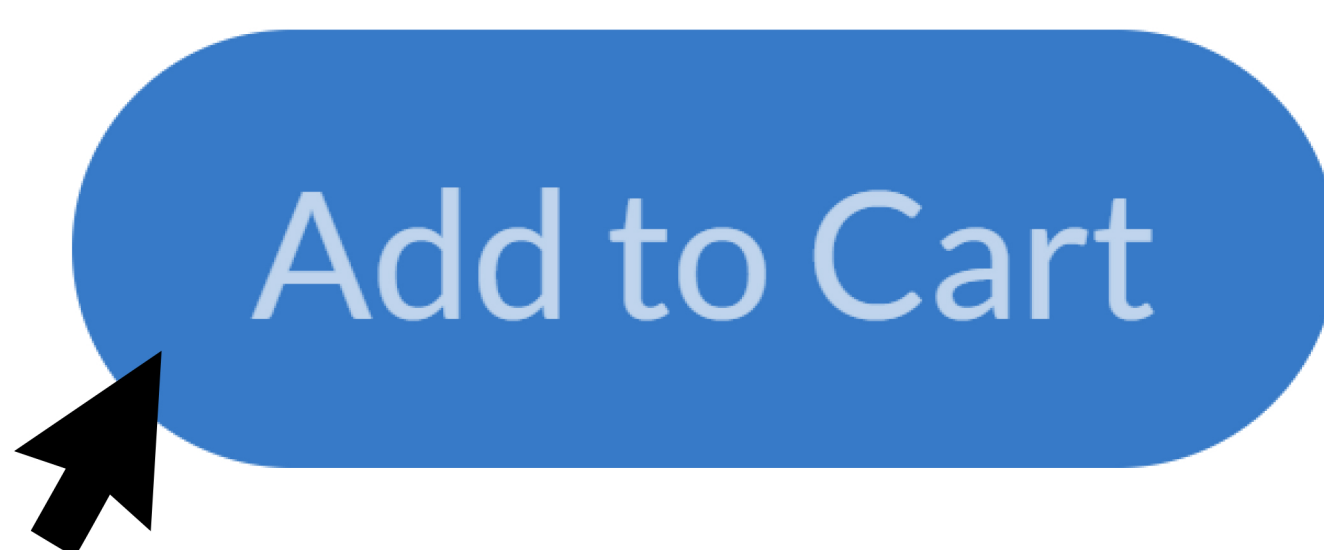
**Step 4:** You will be redirected back to the previous page - Click the name of the user

Please fill in the information below for a fast and secure checkout!

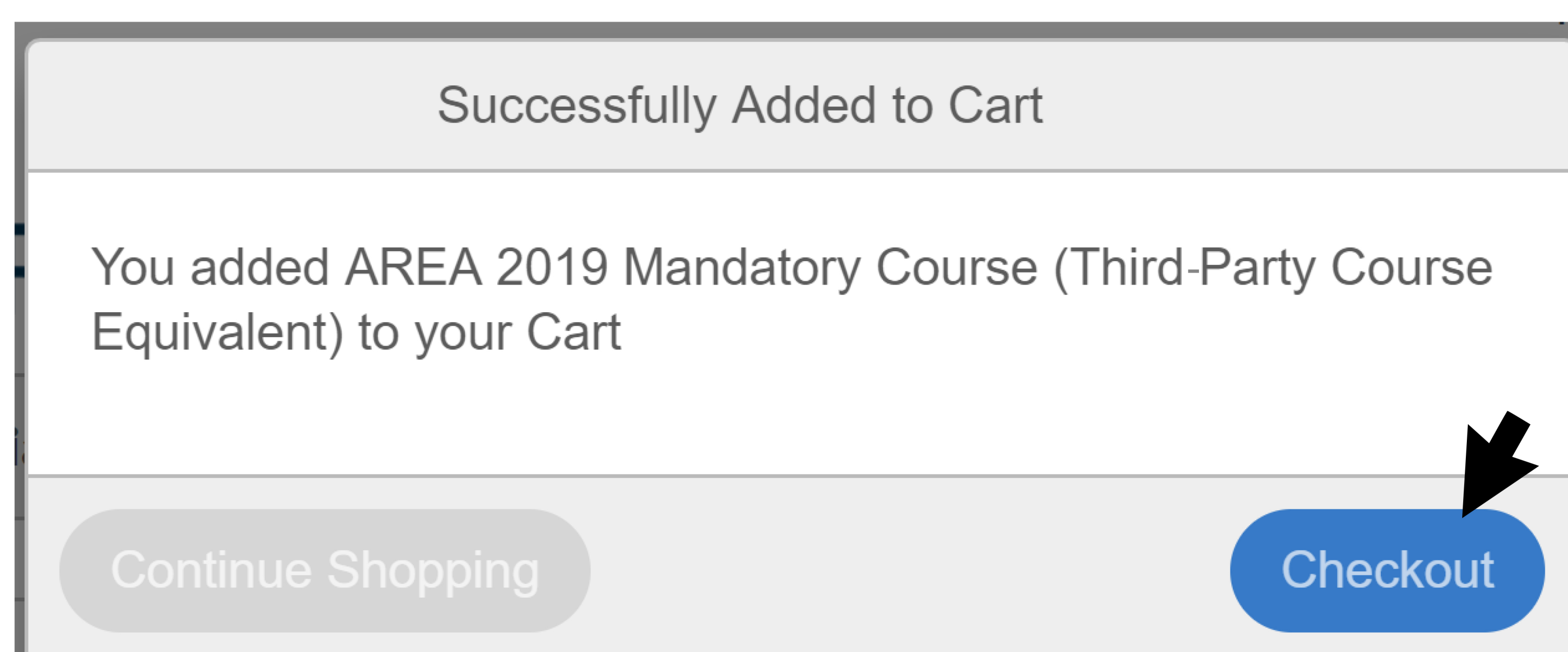
## Existing Participants



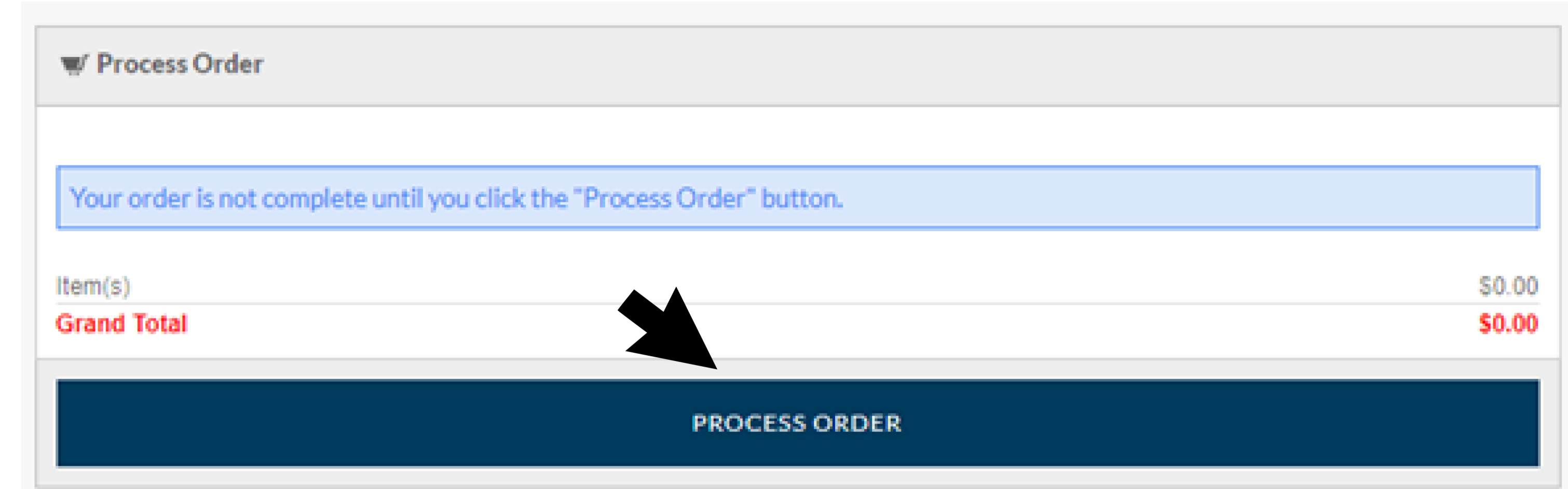
**Step 5:** Click the large blue bar that reads ADD TO CART



**Step 6:** A pop-up saying "Successfully Added to Cart" will appear on your screen. Click blue bar labelled "Checkout"



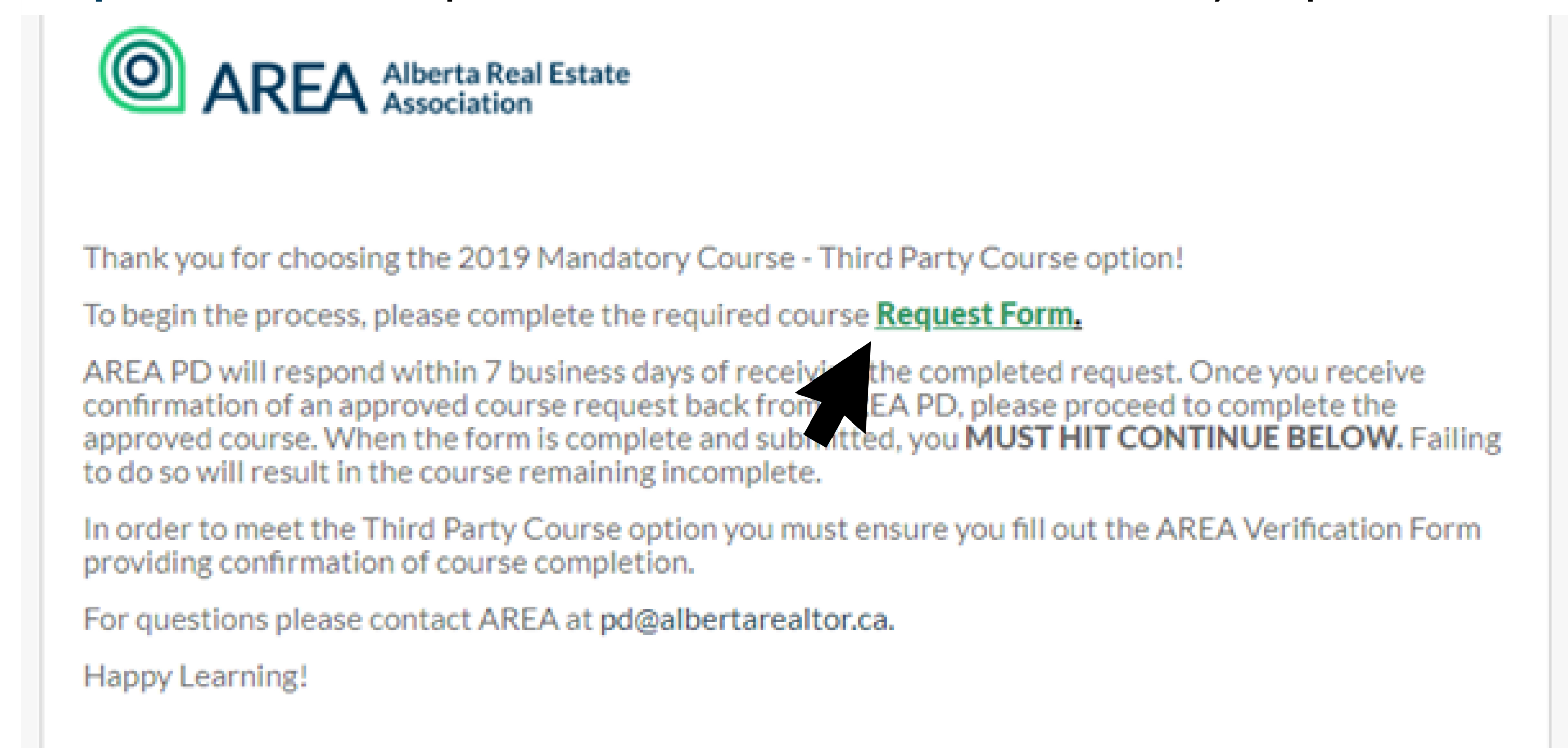
**Step 7:** Ensure all contact information is correct and click blue box labelled "Process Order"



**Step 8:** Once your order has processed [navigate to your AREA Account > Courses > View Course](#)

Standalone Courses					All Courses
Title	Date Enrolled	Date Due	Status	Grade	
2019 Mandatory Course -Third-Party Course Equivalent	3/19/2019		Started		<a href="#">View Course</a>

**Step 9:** Click on "Request Form" to fill out the Third-Party request form



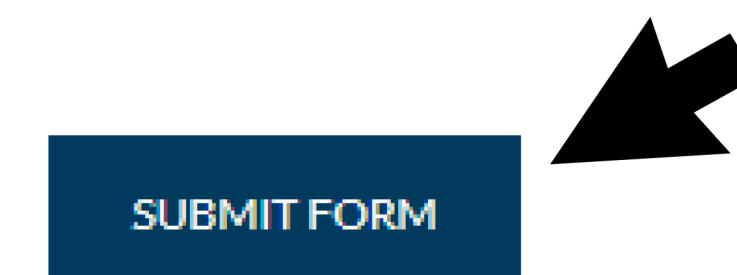
**Step 10:** Fill out form completely and click submit form

When the form is complete and submitted, you MUST HIT CONTINUE on the AREA course form. Failing to do so will result in the course remaining incomplete.



## AREA'S 2019 THIRD-PARTY COURSE EQUIVALENT REQUEST FORM

Thank you for submitting a Third-Party Course Equivalent Request Form. Please ensure that the course you are requesting approval for meets the required criteria. You can review this criteria on our website at [www.albertarealtor.ca](http://www.albertarealtor.ca). Once you have ensured the criteria is met, please fill out the form in its entirety and then click SUBMIT FORM. We will review the request and reply to you directly at the provided email address regarding the status of your course request. Please contact us at [pd@albertarealtor.ca](mailto:pd@albertarealtor.ca) should you have any questions.



**Congrats! Your request form has been submitted. A team member will review your request and respond within 5-7 days.**

**Once your course is complete, please ensure you fill out your verification form (following steps 9 - 11) using the *Third-Party Course Verification* option on the course screen.**

Thank you for choosing the 2019 Mandatory Course - Third-Party Course option!  
 Before submitting the Verification Form please ensure that you have completed the required Request Form and received confirmation to proceed from AREA PD.  
 To then complete the process, please fill out the required course [Verification Form](#). You must complete the form in its entirety and include some form of course completion including but not limited to a certificate of completion. When the form is complete and submitted, you **MUST HIT CONTINUE BELOW**. Failing to do so will result in the course remaining incomplete.  
 AREA PD will respond within 7 business days of receiving the completed request. Once AREA has confirmed the requested course request and verification forms match and are both approved, we will turn your course status to complete in your AREA member account.

Please contact AREA should any questions arise.  
[pd@albertarealtor.ca](mailto:pd@albertarealtor.ca)  
 Toll Free: 1.800.661.0231  
 In Calgary: 1.403.228.6845