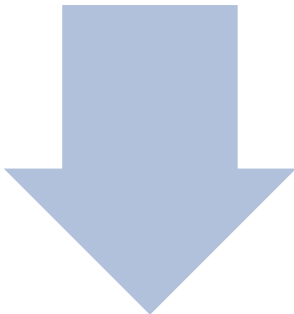


How to Register for Programs and Courses

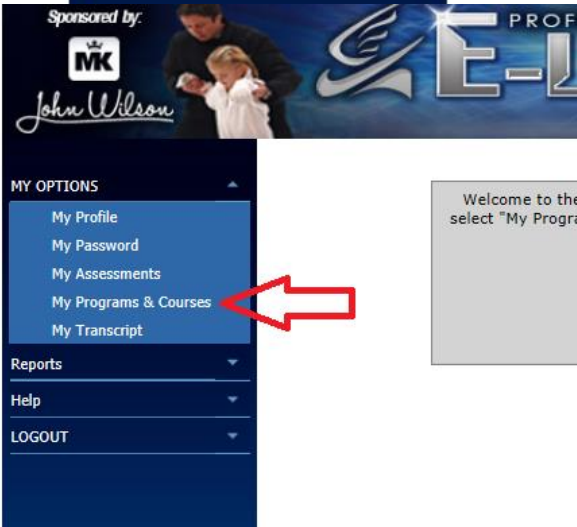
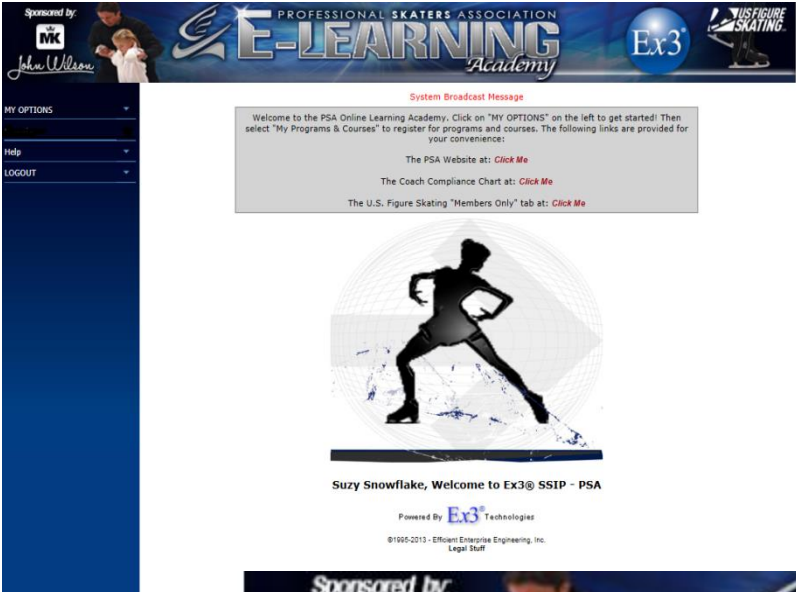
After logging in, you will see the screen on the right.



Click on My Options



Click on My Programs & Courses



Select Season: Choose from drop down list. Click on Program Name to highlight. If you have not paid the yearly subscription fee, you will be prompted to do so. Then continue with directions below.

Click on View Requirements to see course descriptions and prices.

Click on Select to choose courses and proceed to purchase.

This is an example of the Select page that will pop up.

Click on Add at the bottom. You may need to scroll down if selecting several courses.

Click on My Courses to view courses that have been ordered but not purchased. Select Season: Choose from drop down list. Click Add to choose additional courses. Click Remove to take a course off the list before payment is made. Click Make Payment when ready to purchase. Fill in required fields.

Person Name : SNOWFLAKE, Suzy
Gender : Female
PSA Membership # : *****15
Date of Birth : 12/31/1990

Select Season : Other

Program Name	Program Type	# Of Courses	Status
PSA BASIC ACCREDITATION RATING EXAM	PSA Basic Accreditation Rating Exam Program	1	
PSA SPORT SCIENCE & MEDICINE RATINGS EXAMS	PSA Sport Science & Medicine Exams Program	4	
U.S. FIGURE SKATING CER CATEGORY A 2014-15	USFS CER Category A Program	7	
U.S. FIGURE SKATING CER CATEGORY B 2014-15	USFS CER Category B Program	6	
U.S. FIGURE SKATING INTRODUCTORY CER CAT A	USFS CER Intro for Category A Program	4	
U.S. FIGURE SKATING INTRODUCTORY CER CAT B	USFS CER Intro for Category B Program	3	

Buttons: Select, Remove, View Requirements, View Report

1) Must be an associate, intern, or full member of PSA. 2) Must have attended a PSA approved education program or completed four (4) e-learning courses within one (1) year prior to taking the exam. The exam is composed of 100 multiple choice and T/F questions. The Coaches' Manual is available for purchase from the PSA office to assist in preparation for the exam.

Course Name	Course Code	Course Description	Status	Course Price	Course Credit
PSA BASIC ACCREDITATION RATING EXAM	BA-100 Exam	When the candidate registers to take the exam online they will receive an email stating their exam is "waiting for approval." This means a PSA web administrator must check to see if the requirements have been met before approving the exam. Once approved the candidate will be able to access the exam the next time they log in. A study guide is not emailed to the candidate as it will be available for purchase from the PSA office once the candidate is approved for the exam. The passing percentage for the online test is 80%. Only one attempt per exam, per fee is allowed.		\$ 60.00	1 Credit

Buttons: Add, Close

Person Name : SNOWFLAKE, Suzy
Gender : Female
PSA Membership # : *****15
Date of Birth : 12/31/1990

Select Season : Other

Course Name	Course Code	Course Type	Program	Date in a Life Time	Course paid	Status	Course Price
PSA BASIC ACCREDITATION RATING EXAM	BA-100 Exam	BA-100 Exam	PSA BASIC ACCREDITATION RATING EXAM	Yes	No	Open	60.00
U.S. Figure Skating CER ET 304 - "DEVELOPING A COACHING PHILOSOPHY"	USFS CER ET 304	CER A & B Professional Ethics	U.S. FIGURE SKATING CER CATEGORY A 2014-15	No	Yes	Open	0.00
U.S. Figure Skating CER EIS 101 - "INTRODUCTION TO EIS"	USFS CER EIS 101	CER A EIS Rules	U.S. FIGURE SKATING CER CATEGORY A 2014-15	No	No	Open	25.00
U.S. Figure Skating CER RU 100 - "LAPESPORT FOR FIGURE SKATING COACHES"	USFS CER RU 100	CER A & B USFS Rules	U.S. FIGURE SKATING CER CATEGORY A 2014-15	No	Yes	Open	0.00
U.S. Figure Skating CER SS 101 - "SAFETY TRAINING FOR FIGURE SKATING COACHES"	USFS CER SS 101	CER A & B Sport Safety & science	U.S. FIGURE SKATING CER CATEGORY A 2014-15	No	No	Open	25.00

Total Course Price : \$110.00
Amount paid :
Admin Required :
Amount to be paid : \$110.00

Buttons: Add, Remove, Make Payment

PLEASE NOTE: If a course above is marked with an asterisk (*), there will be a late fee charge.