Career Path Certificate Program Instructions

**1:** After you select GO





Please see example of this on page 4

**2**: you will need to read the Syllabus



VERY IMPORTANT

**3:**



4: You may now print the syllabus



**5:** To go back to the Certificate program, select the open window



6: Select the RED X and close the box



**7:** Select Verification



**8:** Select Begin



9: Select Yes

10: Then select next



**11:**



**12:** Select the **RED X** to close the window



**13:** Select Exit

You have completed Step 1 so there is a **green** check mark, now you are in Step 2, please complete all the steps.



**14:**

Below is an example of discontinued programs you may encounter



Note: It states you need to complete 6 however there are not 6 modules to complete. Two modules are discontinued and need to be replaced. In this instance, email education@aadenet.org and they will replace these two modules with new courses. You may go on to Step 4 at this point and go back to Step 3 once the new courses have been replaced

**At the end of the program, a certificate will be mailed to you. The place card holder that states print certificate, does not actually print a certificate. Please email** **education@aadenet.org** **and advise them you have completed the career path program and would like your certificate mailed to you.**