

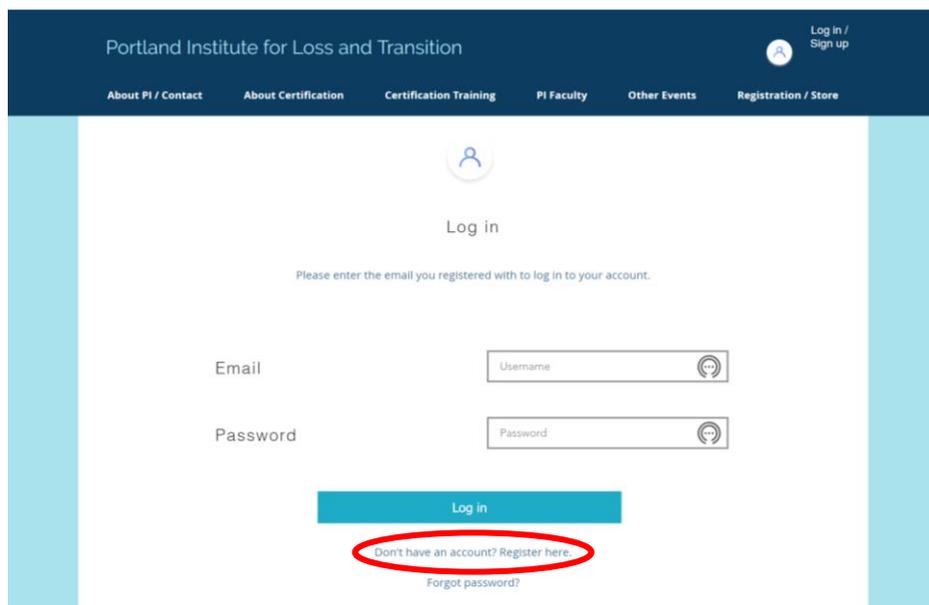
Enrollment Guide for Certification & Workshop Credits

To Create a Personal Login at the Portland Institute (PI) Website

- 1) When you first browse the home page of PI website, you will see a “Log In / Sign up” button on your top, right corner (as circled in red below):



- 2) After you click that “Log in / Sign up” button, you will reach the following “Log in” page. Simply click the invitation to register at the bottom (as circled in red below):

The image shows the 'Log in' page of the website. The page has a white background with a light blue border. At the top, there is a dark blue navigation bar with the organization's name and a 'Log In / Sign up' button. Below the navigation bar, there is a 'Log in' heading and a prompt: 'Please enter the email you registered with to log in to your account.' There are two input fields: one for 'Email' (labeled 'Username') and one for 'Password'. Below the input fields is a blue 'Log in' button. At the bottom of the page, the text 'Don't have an account? Register here.' is circled in red.

- 3) You will then be directed to the following Registration page, where you can create your personal login account by entering your personal information:

Portland Institute for Loss and Transition

Log In / Sign up

About PI / Contact About Certification Certification Training PI Faculty Other Events **Registration / Store**

Register

Thank you for your interest in Portland Institute for Loss and Transition. Please enter the following information to register as a member/learner.

Your first name*

Your last name*

Your email (used for login)*

- 4) By registering as a PI member, you will receive PI's updates regarding training workshops in future.
- 5) If you would like to pursue our Certification Program, simply click the "Registration / Store" button (as circled in red above) for enrollment.

Certification Program

- 1) Certification Enrollment
- To become a Certification learner, you need to first enroll yourself by adding the "Certification Enrollment" to your Shopping Cart (as circled in red below).

Portland Institute for Loss and Transition

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Click the pdf icon to download instructions on how to enroll in certification and claim credits for PI's workshops.

Shopping cart (0)

Product category

- Certification Enrollment**
- Training Registration
- Training Modules
- Workshop Credits
- Books and Resources

Certification Program Enrollment

Quantity: 1

Price: \$100

Add to cart

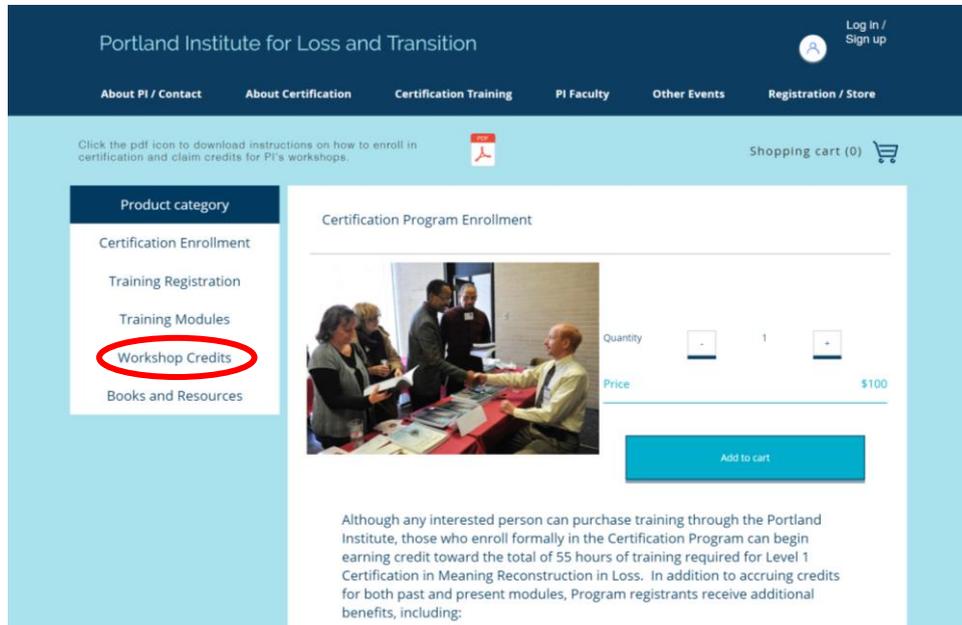
Although any interested person can purchase training through the Portland Institute, those who enroll formally in the Certification Program can begin earning credit toward the total of 55 hours of training required for Level 1 Certification in Meaning Reconstruction in Loss. In addition to accruing credits for both past and present modules, Program registrants receive additional benefits, including:

- Afterward, you should see "1" in your Shopping Cart on your top, right corner (as circled in red above). Thereafter, you may proceed with other purchases, if any, or simply proceed to check out for payment.

- Once you complete this “Certification Enrollment” purchase, you should see your personal “Progress Tracker” reflected on your Account page, underneath “My Purchase” button on the column on your left.

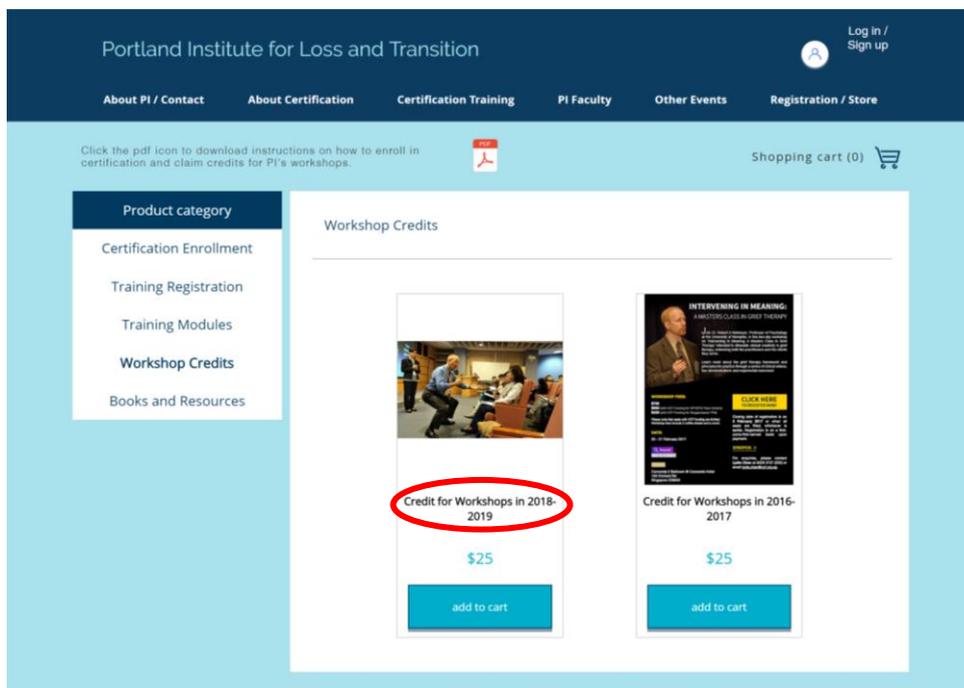
2) Credits for Onsite Workshops

- Should you have attended any of Dr Neimeyer’s workshops previously, you can get your workshop hours accredited for the Certification Program. Simply click the “Workshop Credits” (as circled in red below) and select the relevant option(s).



a) For any workshops attended in 2018-2019:

- Simply add the “Credit for Workshops in 2018-2019” to your Shopping Cart (as circled in red below):



- Please take note that you need to purchase the credit separately for each workshop, which would be given a different “Event Code” for you to fill in after “City”, “Country” and “Year of the event” on the product order page (as circled in red below).
- Please also note that the Credit Fee of US\$25 applies for one workshop day. Hence, if the workshop you attended lasted for more than one day, you may adjust the “Quantity” (as circled in red below) accordingly. For example, if you attended a 2-day workshop, you need to adjust the “Quantity” to “2”.

Portland Institute for Loss and Transition

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Shopping cart (0)

Product category

- Certification Enrollment
- Training Registration
- Training Modules
- Workshop Credits**
- Books and Resources

Credit for Workshops in 2018-2019

Please enter the city, country and year of the workshop you attended below, along with the Event Code Number you were given during this event. We will then assign the correct number of credits for the learning components you have completed:

City of the event

Country of the event

Year of the event

Event code

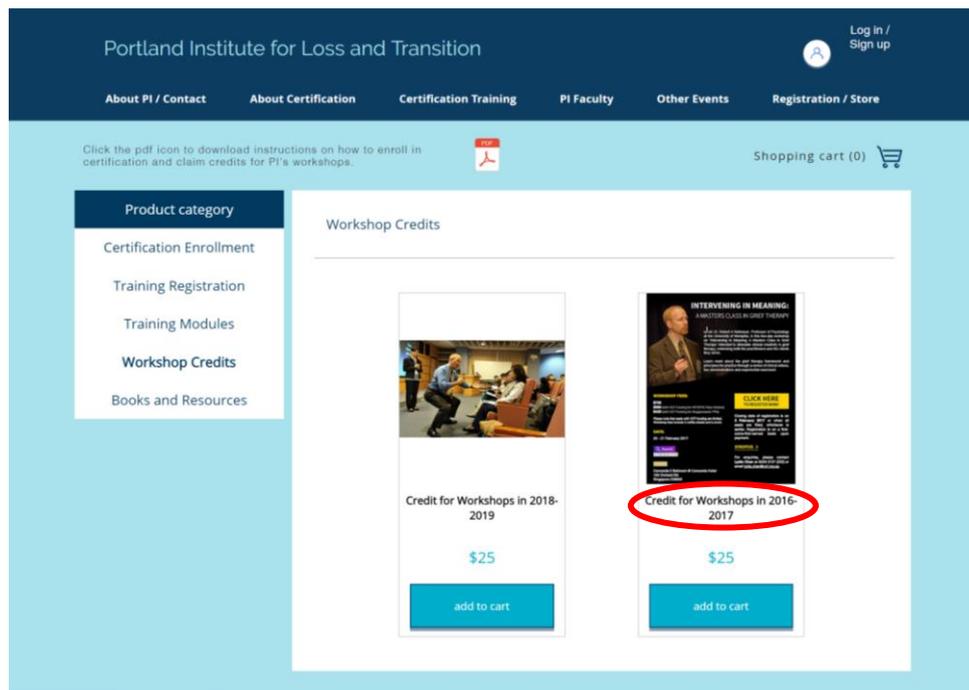
Quantity: - 1 +

Price: \$25

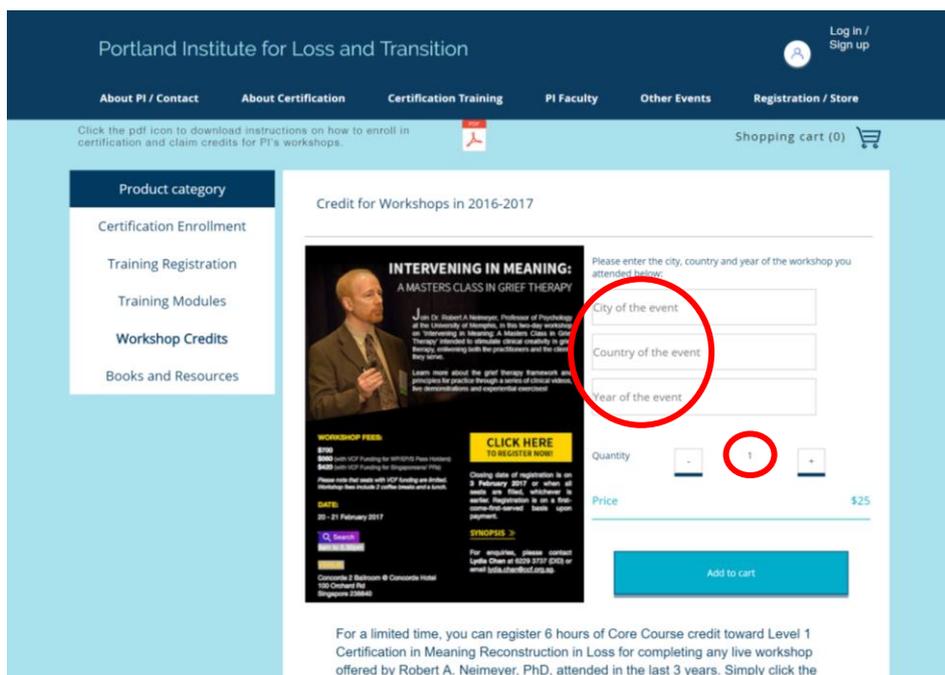
Add to cart

- Should you want to get accredited for multiple workshops (e.g. two 2-day workshops), you simply need to repeat the same steps mentioned above for as many times as necessary, with each entry bearing a different “Event Code” for the respective workshops.

- b) For any workshops attended in 2016-2017:
- Similarly, select the “Credit for Workshops in 2016-2017” and add to your Shopping Cart (as circled in red below) for any workshops attended within this period:



- After filling in the “City”, “Country” and “Year of the event” (as circled in red below), you may adjust the “Quantity” (as circled in red below) according to the number of days involved for each workshop.



- Upon payment clearance and purchase confirmation, the relevant credits will be added to your personal Progress Tracker. You may then keep track on what you have accomplished and what is remaining for your pursuit.