




Welcome to the *careLearning* Course Catalog. This catalog has been designed to reflect the online courses currently available through *careLearning*.

Instructions:

- If you are an individual interested in purchasing a course directly from the catalog you have two options:
 1. Browse the online catalog at www.careLearning.com, select the course you wish to take, click the Register or Subscribe button the bottom of the screen. Create a student ID/password. Pay for the course with a credit card.
 2. If you are an existing careLearning student, enter your careLearning classroom and click Register for a Course at the bottom of the screen. This will take you to the online catalog. Select the course you wish to take, click the Register or Subscribe button on the bottom of the screen, and pay using a credit card. By using this method the courses you select will appear in your classroom. The completion of this course will appear in your student transcript.
- To purchase a course from the catalog on behalf of your organization, please contact careLearning technical support with the course title and ID (found to the left of the title). They will assist you in setting up the course for the appropriate employees in your organization and invoice you for the purchase.
- The courses listed in the online catalog are available for individual and/or organizational purchase. The courses listed as “available only for purchase on behalf of an organization” are not available for individual purchase via the online catalog and must be purchased on behalf of an organization by contacting careLearning technical support.
- Demos are available when the request is based upon a potential purchase on behalf of an organization. To request a demo, contact careLearning technical support with the course title and ID (found to the left of the title).
- A description of a course may be accessed by clicking the  icon to the right of the course title.
- The price listed in the online catalog is for individual purchases. Contact careLearning technical support regarding the availability of discounts when purchasing on behalf of an organization.
- You will be given immediate access to print or save a completion certificate upon successful completion of a course which offers continuing education credit. Not all courses offer CE credit, look at the course description for CE credit information.
- A course  is made up of lessons. A subscription  is made up of courses. The number of courses within a subscription is listed below the subscription title. These courses are included in the cost of the subscription.