

1. To begin the enrollment process for the PHR/SPHR certification study course, please [click here](#) and you will be connected to the CAI registration website.
2. Select a webinar and click “Register now”. Please note that the times listed on the website are EST.
3. On the login screen, enter your email in the Account Lookup section then click the “Search” button.

## Please Login to continue:

### CAI Account

Email address:

Password:

Keep me logged in:

Login

[forgot your password?](#)

### Account Lookup

If you are new to our site or you're not sure if you have used it before, enter your email address below and click Search.

Enter your email address here then click "Search"

Search

4. Complete all fields of the profile screen, then click the “Create Account” button.

We are sorry we could not find your email address in our database.

Please enter the information below to proceed. All fields in BOLD are required.

Email Address	<input type="text"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
Prefix	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Organization	<input type="text"/>
Title	<input type="text"/>
Mailing Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>
Phone Number	<input type="text"/>

CAI does not share personal information.

Create Account

- Complete the registration form. Be sure to click on the box next to the course for which you are registering. Click the “Add to Cart” button.

## CAI Program Registration | Registration Form

PHR®/SPHR® Web-Based Certification Study Course - 09/08-12/01/17  
 Start date: 9/8/2017  
 End date: 12/1/2017

**Registrant Information**

If you would like to register someone other than yourself or multiple people from your organization, please contact CAI at 919-878-9222 or 336-688-7746.

Name: Mr. Derek Kanehira  
 Organization: Hawaii Employers Council  
 Phone: 808-440-8810  
 Email: dkanehira@hecouncil.org

How did you learn about this program?  
 Partner

**Badge Information**

Name: Derek  
 Title: VP, HR Services

**Fees**

Product	Price	Member Type	Category
<input checked="" type="checkbox"/> PHR®/SPHR® Web-Based Certification Study Course - 09/08-12/01/17	1,199.00	[Any]	

- Review your shopping cart. If everything is correct, click the “Check Out” button and proceed to the payment screen.

## CAI Shopping Cart | View

item	discount	net total	quantity	price
<input checked="" type="radio"/> PHR®/SPHR® Web-Based Certification Study Course - 09/08-12/01/17	0.00	1,199.00	1.00	1,199.00

Sub total: 1,199.00  
 Total discount: 0.00  
 Total tax: 0.00  
 Total shipping: 0.00  
 Total: 1,199.00

Discount:    
 Source Code:    
 discounts applied:

If you have any questions, please contact the appropriate individual:

Program: [Derek Kanehira, 440-8810  
dkanehira@hecouncil.org](mailto:dkanehira@hecouncil.org)

Technical/Website/Registration: [Ashley Modica, 919-431-6080  
ashley.modica@capital.org](mailto:ashley.modica@capital.org)