



**STEPS FOR ONLINE TRAINING
& IMPLEMENTATION OF SMART CHOICES
OR XTREME HEARTS PROGRAM**

	REGISTRATION
1	Go onto the smart life website – www.drdarleen.co.za
2	Add selected courses to the cart
3	Proceed to sign up and register on check-out
4	It will indicate 2 options: [a] Direct bank transfer [a] Payfast [b]
5	Select an option
6	Pay for the course
7	Registration and order number will be generated by the system
8	The course will be activated on the registered account.
9	An email will be sent once the course is activated.
10	Access to the course is then ready.
11	Sign in to complete the course.
	PARTICIPANT WORKBOOK
12	A workbook is supplied at the beginning of each course. Download and print the workbook
13	View the video with the workbook. It is recommended that the video is viewed 3 times: [1. Without workbook 2. Complete workbook 3. Check answers]
14	After each module an easy, fun test needs to be completed
15	Commence to next module [2].
	UTILIZING THE CURRICULUM
16	Successful completion of the course [licensing] is a pre-requisite to utilize the Smart choices or Xtreme hearts program in schools.
17	The licencing certificate is valid for two years [<i>re-registration after 2 years</i>]
18	To order the school curriculum contact the AEE office
	RADS PEER SUPPORT TRAINING PACKAGE
19	A training package is available for the RADS peer support on its completion. To be issued with a RADS peer support training package, please email your request to the Smart Life office.
	SMART LIFE OFFICE
20	Please contact the Smart Life office or AEE should you experience any problems in this regard.

IMPORTANT NOTE

REGISTRATION

- This is a one-time registration.
- To complete additional courses, simply add to the cart and follow the previous steps
- These steps apply to individuals.
- Should a school want to train more than one teacher, an extra step is included, namely: an agreed amount paid upfront and list of emails supplied.
- Thereafter the steps will be the same as described above

FOR MORE INFORMATION CONTACT

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www.drdarleen.co.za

