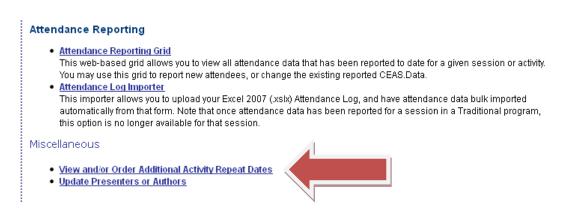
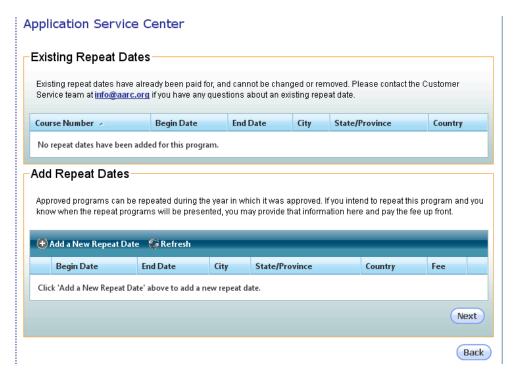
Adding Repeat Dates to an Approved Program

To get started, access the Application Service Center for the course in which you would like to add a repeat date.



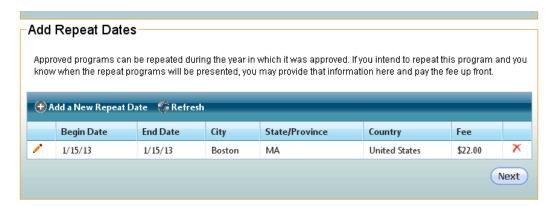
In the Application Service Center, choose the hyperlink under the Miscellaneous section titled View and/or Order Additional Activity Repeat Dates.



Repeat program dates can be added anytime during the accreditation period. To add a repeat date click on "Add a New Repeat Date" and the following screen will appear:



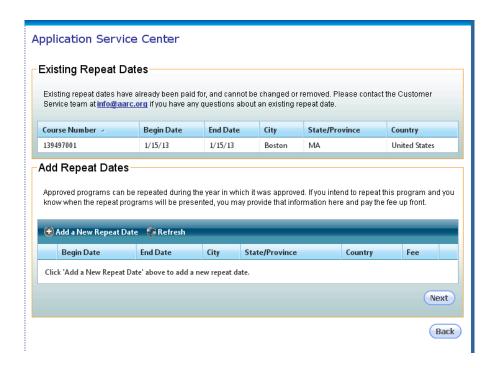
Click on the Calendar icons to select the beginning and ending date of the program or enter them manually. Enter the city and state where the program is being presented and click on "Save". This screen shows the information entered for this example:



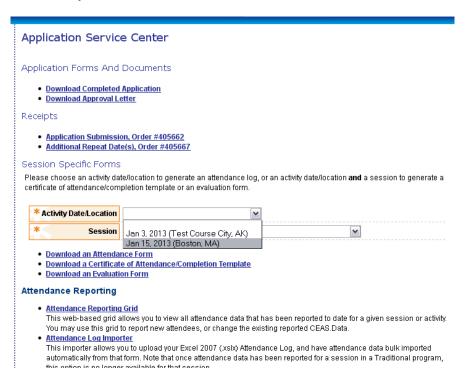
This repeat program can be edited prior to submission of the application by clicking on the pencil icon or deleted by clicking on the red x. Repeat this process for each date you would like add.

Once you have added all the dates you would like to enter at this time click "Next" to access the Payment page. You may pay via credit card or pay later by check.

Important - Please see payment information at the end of this document on how to access your receipt if paying by credit card or invoice if paying by check.



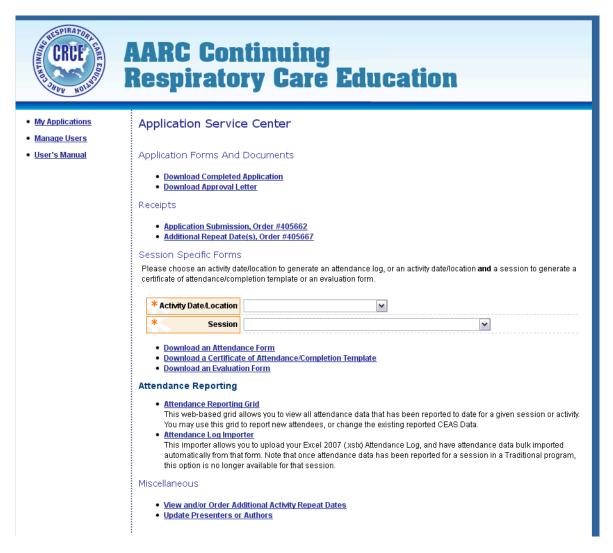
If you return to the repeat date page you will now see the repeat dates that have been added to your course.



You will also find that this new date will be available in the drop down box so that you may download an attendance form, certificate of attendance template, evaluation form and report the attendance for the date chosen.

Payment

Whether you chose to pay by credit card or by check you may access your receipt or invoice in the Application Service Center for your course,



Under the section titled Receipts choose the link titled Additional Repeat Date(s). This will download your receipt or invoice for this transaction. If you chose to pay by check, please print the invoice and attach it to your check and mail the payment to the AARC.

AARC

Attn: CRCE

9425 N MacArthur Blvd, Ste 100

Irving, TX 75063