P.R.I.D.E. Preservice
Registration Instructions

Important information before beginning the process:

- Remember that **each** participant must provide a **different** email address. (Participants cannot use the same email to be registered PRIDE users).
- Please ensure the recruiter or resource person has discussed this requirement fully and collected the names of all persons that this applies to in the household.
- Discuss the Learning Check-In requirements (one after sessions 1-5 and one after sessions 6-10) with the applicant(s), and if available, provide them with a copy of the upcoming Learning Check-In calendar dates. **Respective sessions must be complete before attending the Check In.**

Registration:

To begin the PRIDE Pre-service registration, please send an email to CS.CaregiverTraining@gov.ab.ca with the following information:

- Applicant information:
    - Full name(s) of applicant(s)
    - Mailing address, including postal code
    - Phone number(s) (where they can be reached)
    - Email address for each participant
    - Program they are applying to
- Referring/recruitment staff information:
    - Name
    - Region
    - Email address

**Note: if there are any applicants that have impediments or challenges to learning (i.e. Hearing Impairment, Visual Impairment, Learning Disability, English as Another Language (EAL), etc.), recruiters or resource person should document and discuss the necessary accommodations. Accommodations are the responsibility of the referral source.

After Registration Request Received:

After CS.CaregiverTraining@gov.ab.ca receives the email request for PRIDE Pre-Service registration, an email will be sent from that address to each applicant listed, that includes a brief explanation of what they can expect, the Information Collection Notice and a copy of the current Learning Check-In calendar.

The applicants will then be registered into the PRIDE LMS and enrolled into the Pre-Service curriculum. Each applicant will receive an auto-generated email from CourseMill containing more information on how to use the program, their log-in information and link to the website.

Remember the User Guide for PRIDE Preservice provides more information on how to use PRIDE and support your applicant(s) learning.