



*INSTRUCTIONS FOR ACCESSING the GREATER ACADIANA REGION eLearning Center ONLINE TRAINING COURSES*

**(OPTION 1)**

1. Visit the [Greater Acadiana Region 4 e-Learning Center Website](#) or click on the eLearning Center link provided.
2. Locate the Certificate or Short Course that you would like to take.
3. Click, add to cart and proceed to check out.
4. Gatlin Education will contact you with logon information and you may begin immediately simple as that.

**(OPTION 2)**

1. Go to the technical college near you and complete the [Continuing Education Application](#). Include the name and number of the program you wish to take. Be sure to include your e-mail address.
2. Pay by cash, check, money order, or credit card the tuition plus a \$5 registration fee. There is no financial aid for these programs.
3. Your application and proof of payment will be forwarded to the Chief Workforce and Training Officer.
4. The Chief Workforce and Training Officer will contact Gatlin with your contact information as soon as the information is received.
5. Within 24-hours Gatlin will contact you by e-mail with the information you need to get started.
6. Within 48 hours you will receive by mail any books associated with your program. These books will be delivered directly to your home.
7. You are now ready to begin your training.

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