

# ICET Course Catalog Enrollments

ICET catalog link: <https://store.interactivecetraining.com/>

## Enrollment Steps

1. **Select and Add Workshops to Cart:** Using the link above, select from the list of available ICET workshops and then click the button below that says “Add to selected items to cart.”

The screenshot displays the ICET course catalog for the year 2017. On the left, there is a navigation menu with the year '2017' selected. Below it, a list of categories is shown, with 'Kentucky Initiative for Zero Suicides (KIZS)' highlighted. At the bottom of the menu are two buttons: 'VIEW ALL COURSES' and 'VIEW YOUR CART'. The main content area is titled 'ICET Kentucky Initiative for Zero Suicides (KIZS)'. It features a table with the following columns: 'SELECT', 'COURSE', and 'PRICE'. Each row represents a course with a checkbox in the 'SELECT' column, the course title and details in the 'COURSE' column, and the price in the 'PRICE' column. A 'Buy Now' button is located to the right of each course entry.

SELECT	COURSE	PRICE
<input checked="" type="checkbox"/>	<a href="#">A Systemic Approach to Working with Domestic Violence, Intimate Partner Violence, Elder Abuse, and Neglect (02/26/2017, 02:00 - 05:00 PM, EST), Online</a>	\$75.00
<input type="checkbox"/>	<a href="#">Applied Suicide Intervention Skills Training (May 11-12, 0830 AM - 0430 PM, EST), Onsite, Crown Plaza Louisville, KY</a>	\$0.00
<input checked="" type="checkbox"/>	<a href="#">Building a Private Practice the Ethical Way (03/11/2017, Part 1: 8:00 - 11:00 AM, Part 2: 1:00 - 4:00 PM, EST), Online</a>	\$150.00
<input type="checkbox"/>	<a href="#">Spreading the Seeds of Hope in a Therapy Session (03/22/2017, 7:00 - 10:00 PM, EST), Online</a>	\$75.00
<input checked="" type="checkbox"/>	<a href="#">The Elephant in the Systemic Therapy Room: Building Competence In Helping Couples Address Financial Issues in Their Relationships (03/31/2017 1-4 PM, EST), Online</a>	\$75.00
<input type="checkbox"/>	<a href="#">The Ethics of Why and How Therapists Need to Develop a Professional Will (03/15/2017, 1:00 - 4:00 PM, EST), Online</a>	\$75.00

2. **Shopping Cart:** In the shopping cart window as shown below, you have the options to delete items, change quantities, recalculate totals, and apply a voucher code if you were given one.

# Shopping Cart

[HOME](#) > SHOPPING CART

PRODUCT	QUANTITY	PRICE (\$)	AMOUNT (\$)
A Systemic Approach to Working with Domestic Violence, Intimate Partner Violence, Elder Abuse, and Neglect (02/26/2017, 02:00 - 05:00 PM, EST), Online - DV2017-2	1	75.00	75.00
Building a Private Practice the Ethical Way (03/11/2017, Part 1: 8:00 - 11:00 AM, Part 2: 1:00 - 4:00 PM, EST), Online - BEB2017-2	1	150.00	150.00
The Elephant in the Systemic Therapy Room: Building Competence In Helping Couples Address Financial Issues in Their Relationships (03/31/2017 1-4 PM, EST), Online - BCFI2017-1	1	75.00	75.00
<b>Sub-Total:</b>			\$300.00
<b>Tax:</b>			\$0.00
<b>Total:</b>			\$300.00

To delete an item, change the quantity to zero and click **Recalculate**

## Voucher

If you have a voucher or coupon, enter its code in the box below and click on recalculate.

Recalculate

Checkout

3. Login or Create New Account: The next screen below is your login into the ICET Moodle workshop site. You are given the option to login with your username and password if you are an existing student which means you have taken one of the workshops in the past. If you are a new student, use the "Create new account" button on the right.

# Login

[HOME](#) > [LOGIN](#)

## Existing Students Login

If you are an existing student please login with your learning area account here.

Username:

Password:

[Forgotten your username or password?](#)

## Create an account

If you are new to the store you can create an account by clicking the button below.

4. **Checkout:** The next screen is your checkout screen with your sub-total and total for this enrollment. You will need to fill out the Invoice Details. You have the choice to pay by invoice or by PayPal. You must check the box “I agree to the terms and conditions of this sale” and either click the “Proceed” button to continue checking out or the “Cancel” to cancel the enrollment.

# Checkout

[HOME](#) > [CHECKOUT](#)

PRODUCT	QUANTITY	PRICE (\$)	AMOUNT (\$)
A Systemic Approach to Working with Domestic Violence, Intimate Partner Violence, Elder Abuse, and Neglect (02/26/2017, 02:00 - 05:00 PM, EST), Online - DV2017-2	1	75.00	75.00
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The Elephant in the Systemic Therapy Room: Building Competence In Helping Couples Address Financial Issues in Their Relationships (03/31/2017 1-4 PM, EST), Online - BCFI2017-1	1	75.00	75.00
<b>Sub-Total:</b>			\$300.00
<b>Tax:</b>			\$0.00
<b>Total:</b>			\$300.00

## Invoice Details:

First name:\*

Scott

Last name:\*

Free

Name:

Scott Free

Address 1:\*

1234 Easy Street

Address (Line 2):

City:\*

Roosevelt Roads

State / County / Region:\*

Puerto Rico

Zip / Post Code:\*

00742

Country:\*

UNITED STATES

Email address:\*

scott.free@easystreet.com

Your phone number:

Pay by Paypal

Pay by Invoice

Are you buying this course on behalf of someone else?

I agree to the [Terms and Conditions](#) of this sale.\*

All fields with an \* are required.

5. Receipt of Invoice Order Details: The final checkout screen provides the details of your PayPal or Invoice receipt following your purchase.

# Checkout

[HOME](#) > CHECKOUT

## Thank you for your order.

We have received your order, it will be fulfilled upon receipt of payment.

Once payment has been made you will receive a further email with access information.

Your payment number is: 14876192646522

Your order number is: 14876192646522

## Invoice Details

**Name:** Scott Free

**Address:** 1234 Easy Street

**City:** Roosevelt Roads

**Region:** PR

**Postcode:** 00742

**Country:** UNITED STATES

**Email:** scott.free@easystreet.com

Product	Quantity	Price (\$)	Amount (\$)
A Systemic Approach to Working with Domestic Violence, Intimate Partner Violence, Elder Abuse, and Neglect (02/26/2017, 02:00 - 05:00 PM, EST), Online - DV2017-2	1	75.00	75.00
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		Sub-Total:	\$300.00
		Tax:	\$0.00
		Total:	\$300.00

### Customer Services Contact Information

Should you have any queries about this order. Please quote your order number (14876192646522) in any correspondence.

Email: ICET@interactivetraining.com