



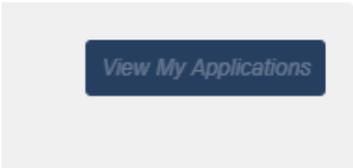
## Student Registration Process:

1. Login to system
2. Select applications.



 **Applications**

3. Select view my applications.



*View My Applications*

4. Select “APPLY NOW” for Caregiver (Student) Application

Caregiver (Student) Application

ONLY SELECT THIS APPLICATION IF you are looking to become a caregiver.

Apply Now

5. Complete Form

- a. Facility or Agency/Department – Select your facility, if it does not appear in the list send an email to [safetyed@oci.ga.gov](mailto:safetyed@oci.ga.gov) to have the facility added.
  - b. Initial Caregiver Course Attending – Select Course you want to attend.
    - i. To view courses details, select **Course lookup** above the drop-down menu.
  - c. Level – Select Initial courses for all courses.
  - d. Submission Date – Enter Today
  - e. Application Signature – Enter your login in password.
  - f. Select Submit
6. You will receive a registered email to your email on file.
  7. Upon finishing the course, you will receive an email containing your results and certification.