

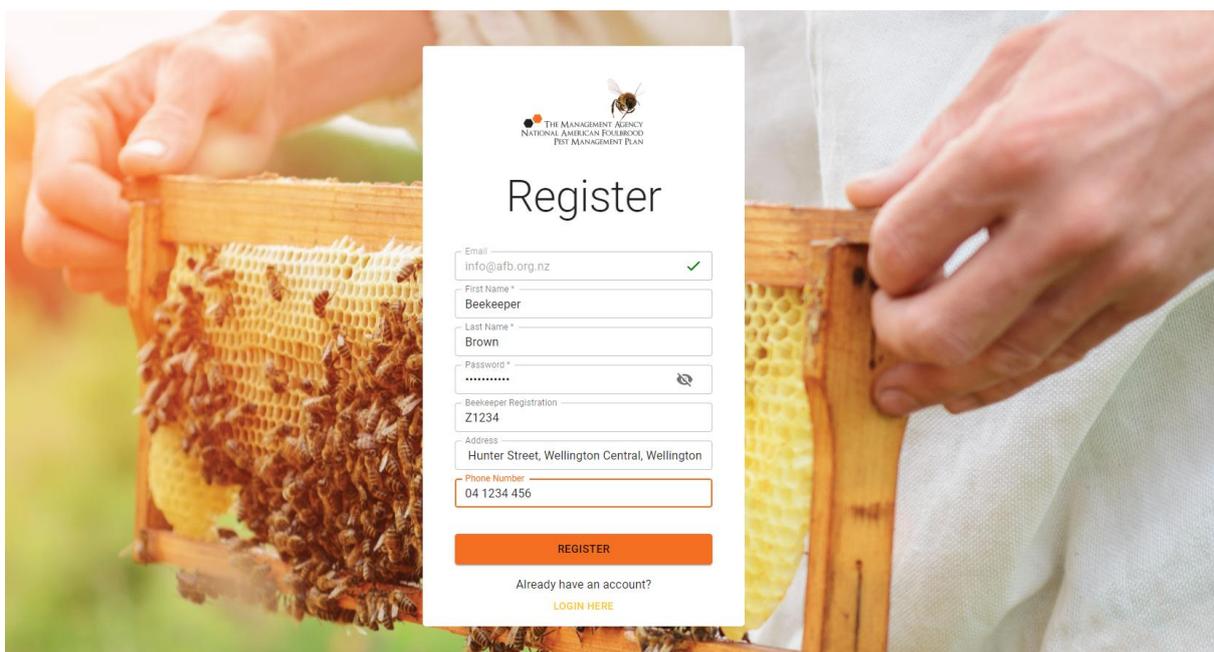
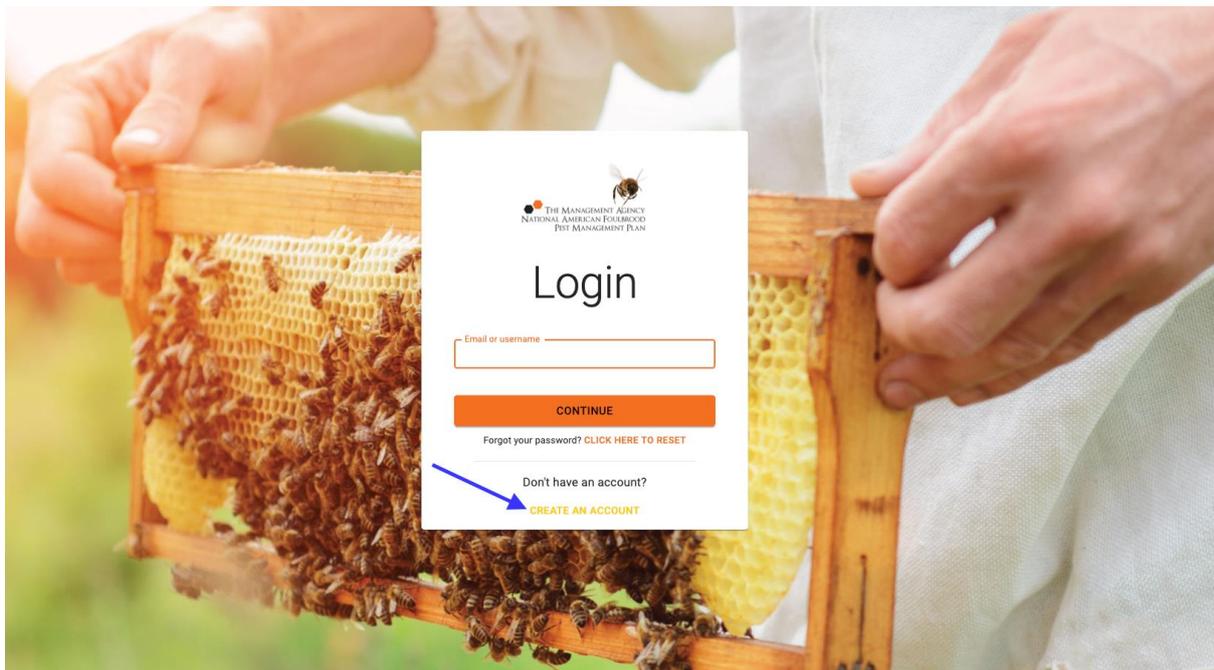
How to register for an AFB Recognition Course (and assessments)

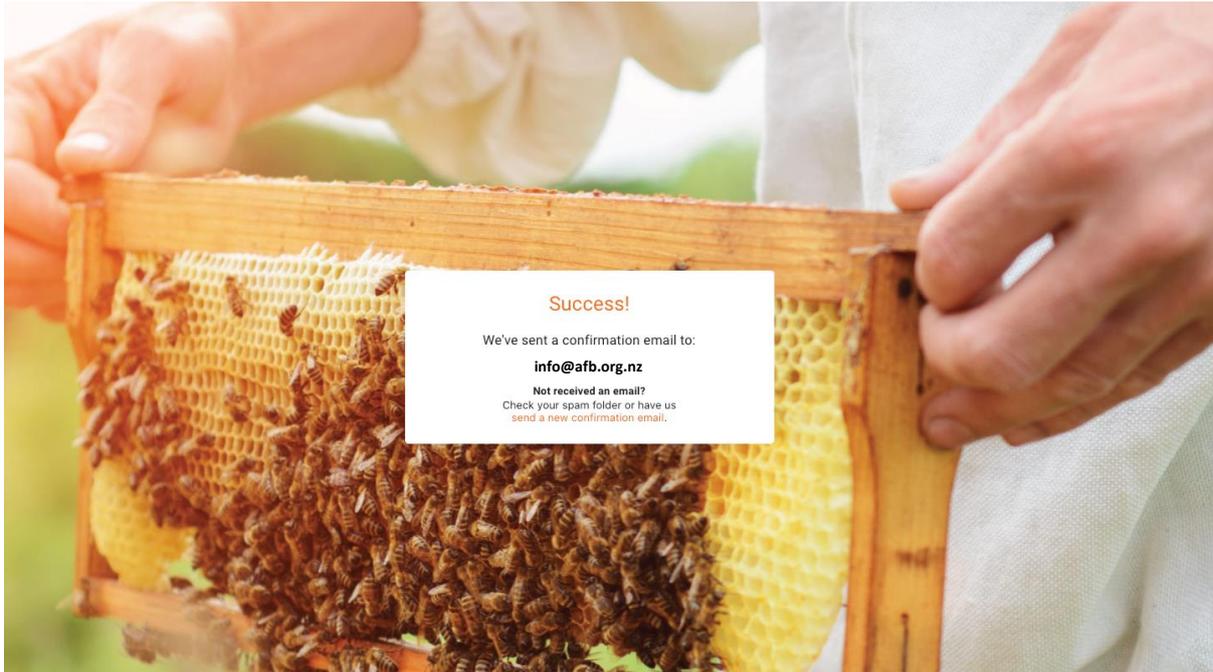
You will first need to register on the site and create an account.

<https://afb.org.nz/online-training/>



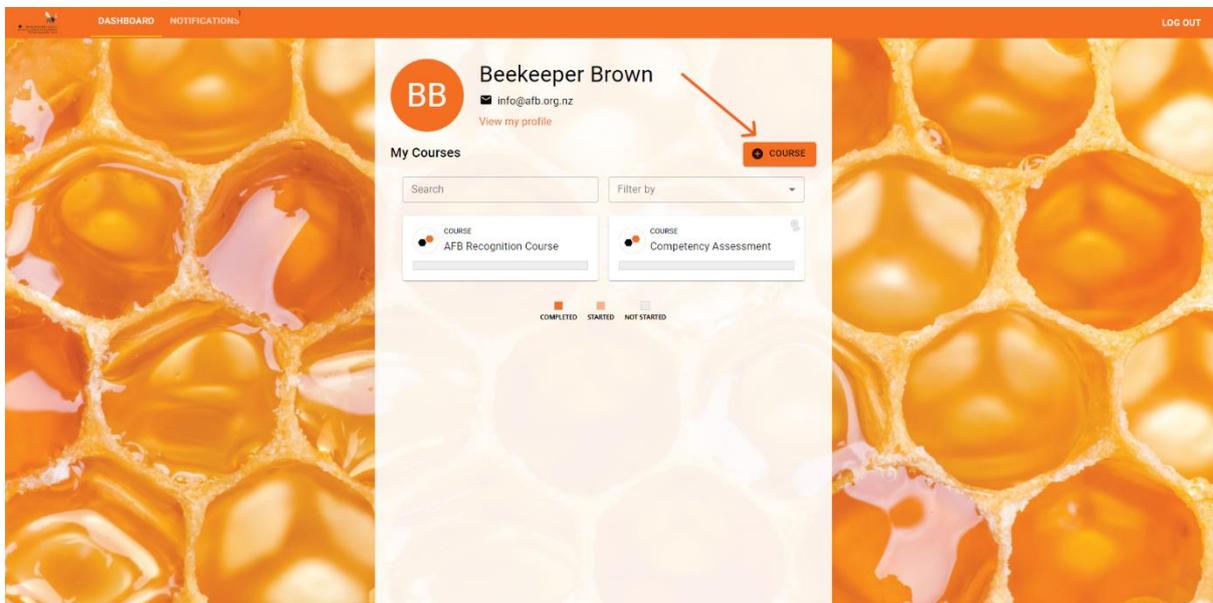
To confirm your registration on the online platform, you will be sent an email to verify your email address.

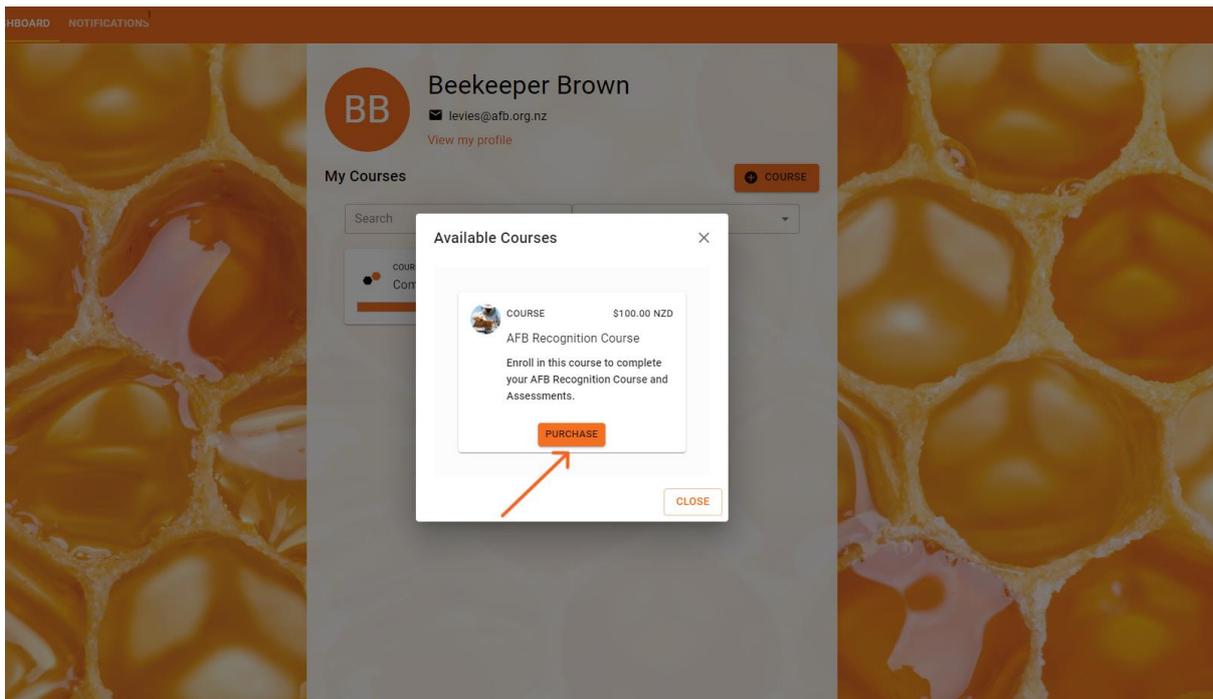




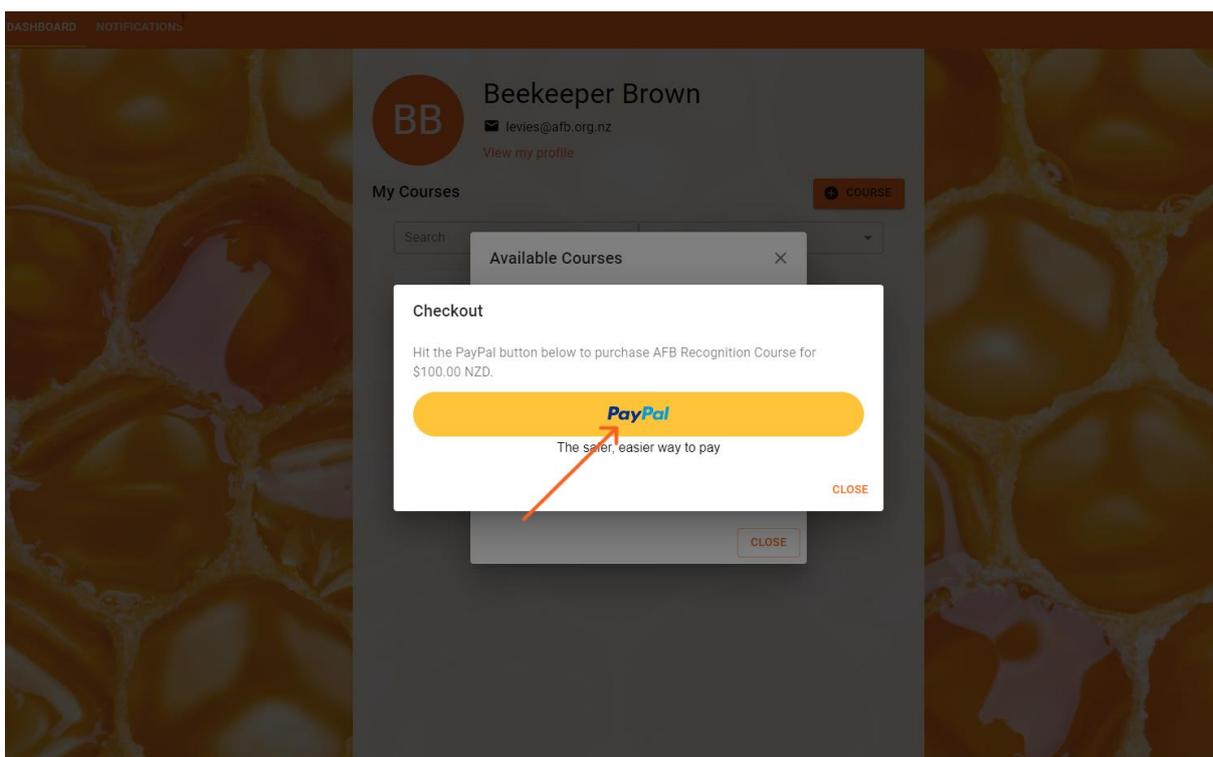
Upon verifying your email address, you can then log in to the online platform. You will land on the 'Dashboard'.

You will then need to pay to get access to the Recognition Course and Assessments. When on your Dashboard, you will need to select the +Course button where you will be asked to pay for the Course.



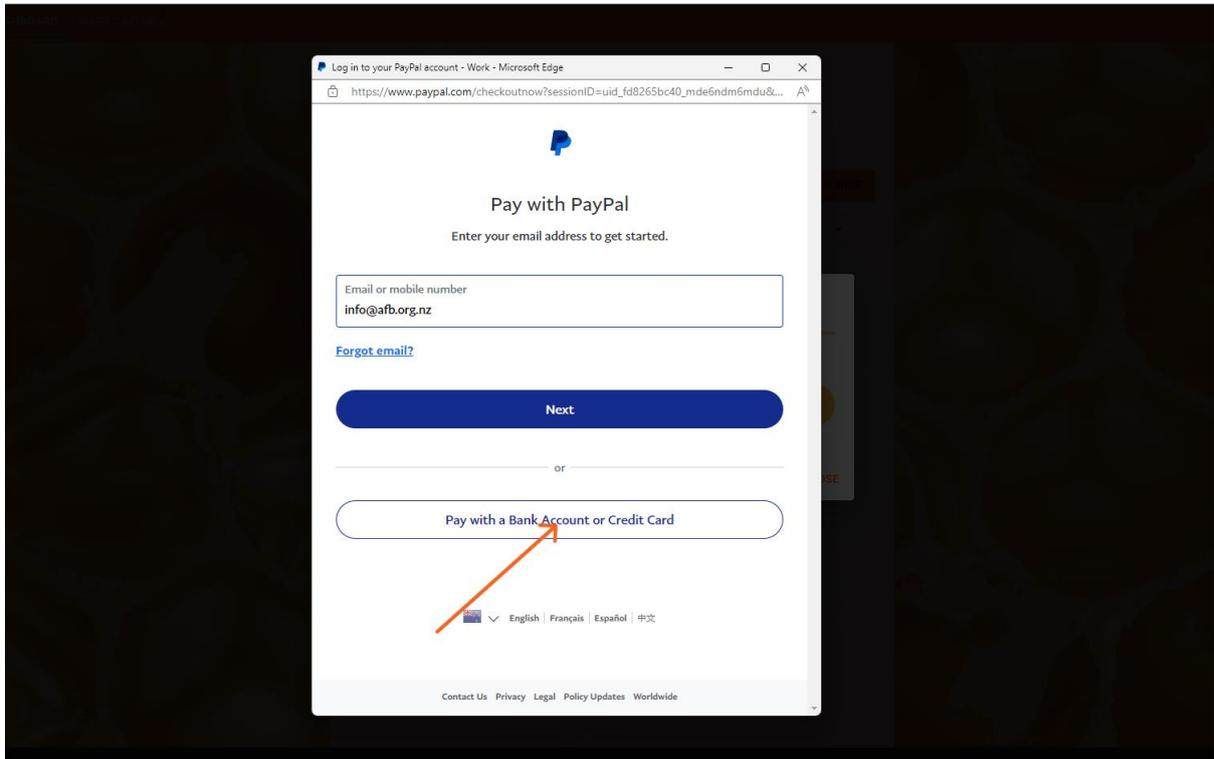


You will be directed to the payment portal which is via Paypal. You are not required to have a Paypal account, you can proceed as a Guest to pay via credit card.



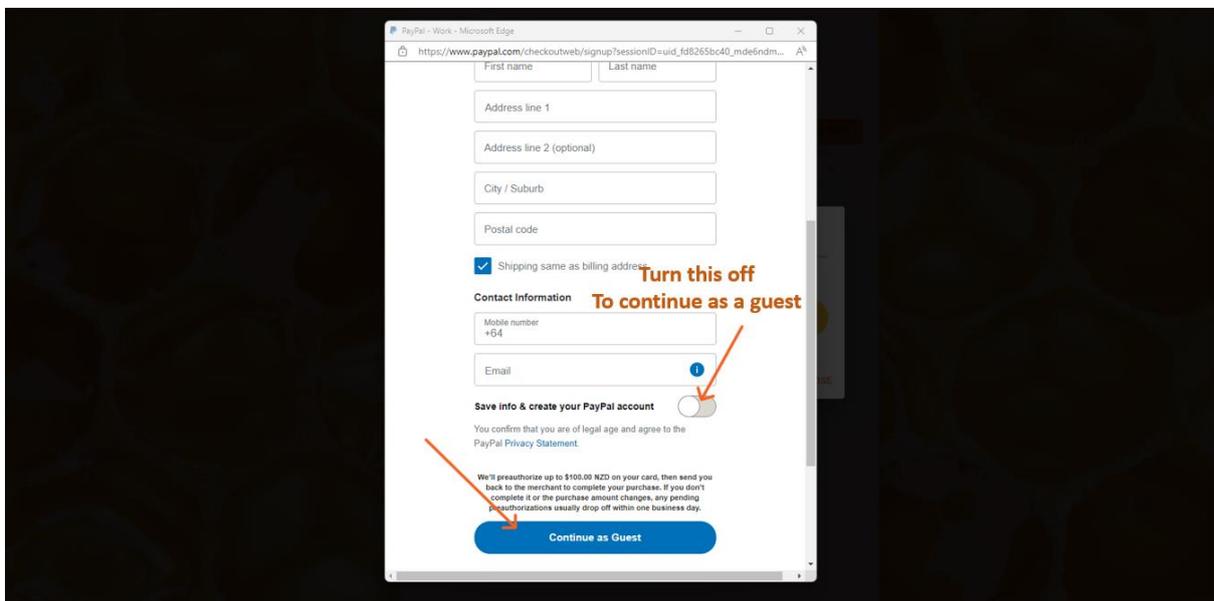
**If you do not wish to pay online, you can pay directly to our bank account, our details are:
AFB PMP – ANZ Bank - 06-0317-0615820-02 (or 002) – please use your name & beekeeper number
as a reference.**

You will need to wait for your payment to be processed before the course link is emailed to you.



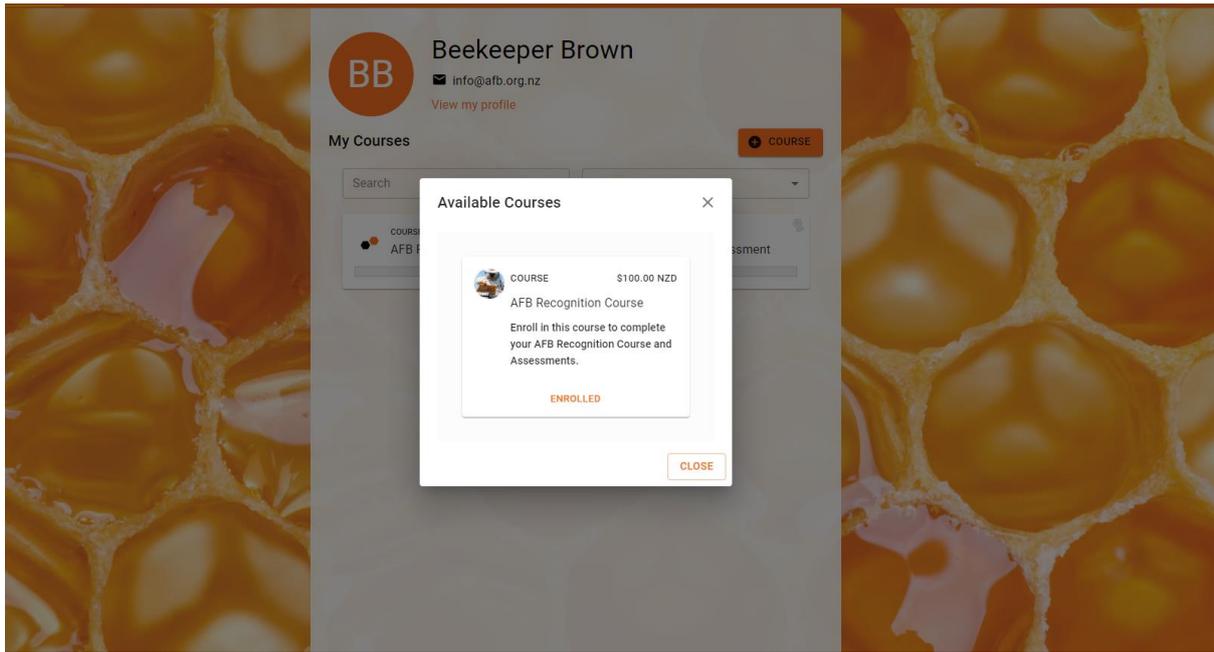
You will need to enter your email address then select “pay with a bank account or credit card”. Your email address is required to send you a receipt once the payment has been processed.

You must turn off the button to create a PayPal account to access the guest payment option. Click on “continue as Guest”.

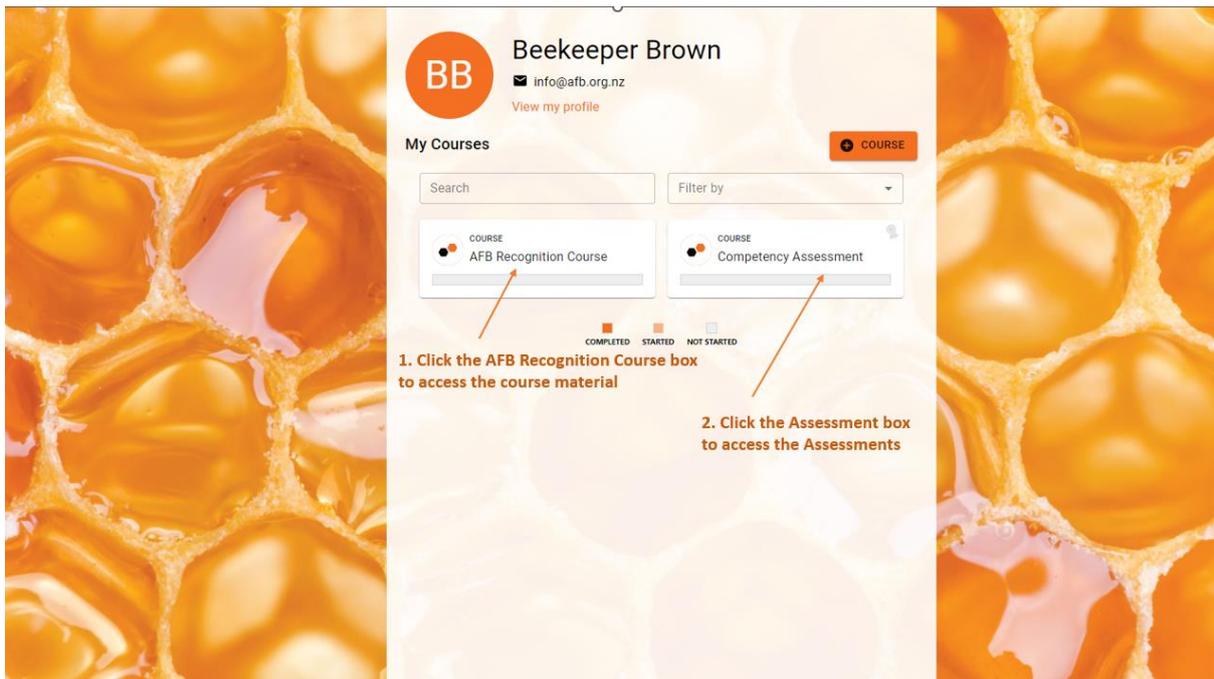


On the next screen enter your credit card details, expiry date and CVV code. Your name, email and address are required fields. Click on “continue as Guest”.

You will be emailed a receipt once your payment has been processed.



Upon payment you will be enrolled in the course and will have access to the Course and Assessments via your online Dashboard.



You can then work through the Course and complete the Assessments. If you successfully pass the Assessments, you will have access to a confirmation letter, which can be found on your Dashboard by clicking on the certificate icon.

The screenshot shows a user dashboard for Richard Fogarty. At the top, there are navigation links for 'DASHBOARD' and 'NOTIFICATIONS'. The user's profile is displayed with a circular avatar containing the initials 'RF', the name 'Richard Fogarty', and the email address 'richard@thetarngroup.com'. Below the profile, there is a 'My courses' section with a 'COURSE' button. A search bar and a 'Filter by' dropdown menu are present. Two course cards are shown: 'AFB Recognition Course' and 'Competency Assessment A'. The 'Competency Assessment A' card has a green checkmark and a certificate icon, indicating successful completion. A legend below the cards shows 'COMPLETED' (orange square), 'STARTED' (light orange square), and 'NOT STARTED' (light grey square). An orange arrow points from the text below to the certificate icon on the 'Competency Assessment A' card.

Upon successful completion of the Assessments, return to your dashboard where you will have access to your Success Letter, by clicking the certificate icon.

If you fail the assessments, you can resit at no cost however there is a 14 day stand down period before sitting the assessments again. After 14 days, the Management Agency will email you a link to log back in and resit the assessments.