



[WWW.AARLEA.COM](http://WWW.AARLEA.COM)

**AGENCY REQUEST TO REGISTER MULTIPLE PEOPLE  
ONLINE FOR IN-SERVICE TRAINING AT  
WWW.AARLEA.COM**

WHEN COMPLETED, PLEASE EMAIL TO [ACADEMY@AACOG.COM](mailto:ACADEMY@AACOG.COM)

**AGENCY NAME:** \_\_\_\_\_

**AGENCY ADMIN:** 1. \_\_\_\_\_

**NAME**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**EMAIL ADDRESS**

**FOR ADDITIONAL USERS IF NEEDED**

2. \_\_\_\_\_

**NAME**

\_\_\_\_\_  
**EMAIL ADDRESS**

3. \_\_\_\_\_

**NAME**

\_\_\_\_\_  
**EMAIL ADDRESS**

**\*\*\*AGENCY ADMINS MUST HAVE AN ACCOUNT WITH AARLEA IN ORDER TO BE ADDED AS AN ADMINISTRATOR. IF YOU NEED TO CREATE ONE, PLEASE FOLLOW THESE STEPS TO CREATE ACCOUNT:**

1. LOG ON TO [WWW.AARLEA.COM](http://WWW.AARLEA.COM)
2. HOVER OVER "MY ACCOUNT" ON THE TOP RIGHT HAND CORNER
3. SELECT "CREATE NEW ACCOUNT"
4. COMPLETE AND CREATE NEW ACCOUNT

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COMPLETED BY: \_\_\_\_\_

FOR AACOG/AARLEA ADMINISTRATIVE USE

DATE: \_\_\_\_\_