Mandatory Course Enrollment

The mandatory course for all licensees is Radon Awareness for Real Estate. This is an online course administered by the Nova Scotia Lung Association.

All licensees must complete this course by June 15, 2020. The course fee is \$60.00 payable by credit card or Visa Debit. If you don't wish to pay online, contact the Nova Scotia Lung Association to arrange payment. If you require assistance enrolling in the course, contact the Nova Scotia Lung Association.

Lung Association of Nova Scotia: 902-443-8141

Before you enroll—important information about your licence number

To enroll in the course, you must have your real estate licence number. Your real estate licence number is a seven-digit number that appears on your licence certificate issued by the Commission. Your licence number must be correct and entered without error to ensure you receive credit for the course. Obtain your licence number by logging into the LICENSEE PORTAL.

Set up a course account

1. Click <u>HERE</u> to go to the course page.

BREATHE the lung association		Ξ
	USERNAME OR EMAIL	
	PASSWORD	
	Login	
	Forgot your password?	
	Don't have an account? Sign up for free!	

2. Click Sign up to create an account.

Login
Forgot your password?
/

3. In the first five text boxes of the **Sign Up** window, type your first name, last name, email address, a user name, and create a password.

e.g. John	
LAST NAME	
e.g. Doe	
EMAIL ADDRESS	
e.g. jdoe@example.com	
USERNAME	
e.g.jdoe	
PASSWORD	

4. In the remaining text boxes, type your **real estate licence number exactly as it appears on your real estate licence**, your last name, your first name, and select today's date.

REAL ESTATE LICENSE NUMBER (SEVEN DIGITS - NOT YOUR NSAR NUMBER)		
LAST NAME		
FIPST NAME		
Т		
TODAY'S DATE		

5. Select the only option available from the dropdown boxes and click **Create account**.

EXAM ID				
Select an option	w			
METHOD				
Select an option	¥			
EXAM NAME				
Select an option	w			
Create account				

6. After creating your account, you will receive an email confirming your account setup.



7. Click on the **link** in the email to confirm your account and log in using your email address and the password you created.

Course sign up

1. On the Home page, click Get your first course.



2. On the **Course Catalogue** page, select the **Radon Awareness for Real Estate – CPE** by clicking the **Get this course**.



3. On the **Payment** dialog box, click **Checkout** to pay for the course.

Payment				
Course	Radon Awareness for Real Estate (2810)			
Price	c\$60.00			
Got a coupon ?				
(Checkout or cancel			
	A You will be safely			
	redirected to PayPal to			
	complete your payment			

4. On the Lung Association of Nova Scotia PayPal page, scroll down to enter your payment information and click **Pay Now**.

Lung Association of Nova Scotia



5. Once your payment is processed, click **Return to Merchant** to start the course.