Risk Management Practitioners Program (RMP)
Open-Enrollment
How to Purchase and Register

1. Go to https://cpshr.expertusone.com/

2. Do you have an account?

   a. No - click on **SIGN UP** and follow the account setup steps.

   b. Yes - click on **SIGN IN** , enter your Username/Email, Password, and click "Sign In".

3. After signing in, scroll down the page and locate "Catalog".

4. To list all the RMP courses, click on **FILTERS ⇌** .

5. Under Category, select "RMP" and click "Apply". The courses should appear.

6. Select the desired course from the list.

7. On the next page, scroll down, and select the desired class date. Click on the radio button and click on "Add to Cart". Click "Back" to repeat this step for each desired course.

8. After selecting the desired class dates, proceed to checkout.

9. At the top of the screen, click on the shopping cart icon and a popup screen will appear. Click on "Proceed to checkout" to go to the checkout and payment page.

10. On the checkout page, ensure all desired courses are listed. Fill out the billing address information, and payment details. Check off "I agree to the terms & conditions" and click on "Click to register". **NOTE: The RMP courses must be purchased using a credit card; do not select any of the other payment options.**
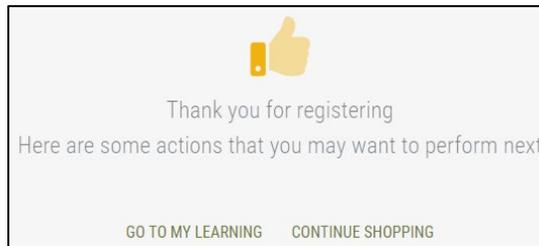

11. You have successfully paid and registered for the course(s).

12. Click on the CPS HR Logo on the top of the page and the course(s) will appear under "My Learning". NOTE: You will receive access to the eLearning within 24 hours of your registration. The eLearning course will appear on your profile under "My Learning". It will take approximately two hours to complete and needs to be completed before the live virtual training.