

1. To purchase the seals please **log in** and go to the Store. It is important to be logged in because seals and certificates are exclusive to Accredited Trainers, so will only be visible to those logged in as an Accredited Trainer!
2. Once in the store, select Training Resources and you will see Certificates and Seals with both 3 and 12 month complimentary membership options. Add these to your cart and follow the instructions for paying.

The screenshot shows the ANLP website's 'Training Resources' page. At the top, there's a navigation bar with the ANLP logo and tagline 'The Global Association for NLP Empowering NLP professionals to make a difference'. Below this is a search bar and buttons for 'BECOME A MEMBER' and 'LOGIN'. A navigation menu includes 'Why choose NLP', 'NLP at Work', 'Training in NLP', 'ANLP Membership', 'Resources', 'About Us', and 'Store'. The main content area features a large purple header for 'Training Resources'. Below this, a breadcrumb trail reads 'Store / Training Resources'. Three product cards are displayed: 'Certificates' (ANLP Accreditation Certificates), 'Seals' (ANLP Accreditation Seals), and 'Fully Customisable NLP Practitioner Manual by Andy Smith' (priced at £235.00). Each card has a lock icon and 'Accredited Trainer Members Only' text, with an 'Add to cart' button at the bottom. A search bar and a 'Categories' dropdown menu are on the right side of the page.

3. Once you have purchased the seals/certificates from the store, download the spreadsheet here <https://anlp.org/accredited-trainer-documents> or use the template you have and complete this with details for every student requiring a seal. Please remember to indicate whether your student requires their complimentary membership to start 'now' (N) or in 3 months time (3). If you require memberships to start on a specific date, please let us know.
4. Email the completed spreadsheet to [members@anlp.org](mailto:members@anlp.org). In the email, please also include the title of the course being completed and the graduation date, so we can update our records. If the delivery address for your order is different to the address on your profile, please also include delivery instructions.
5. Seal orders/packs (if applicable) are prepared on Wednesday each week, so any orders/spreadsheets received by Tuesday evening will be sent out by Thursday at the latest.

UK orders are sent either Royal Mail Guaranteed before 1pm delivery or Parcelforce depending on the weight. International orders are sent via DHL, so there is a minimum order of 5 seals for international delivery, to ensure courier charges can be covered.

If you are ordering digital seals these will be emailed to you in png. format. If you have provided a spreadsheet with your order, we will let you know which digital seal is for which student. If you haven't sent us the spreadsheet in advance, then you will let us know which number is allocated to which student, so we can update the central digital seals log. Your students will receive online packs when their memberships are activated.

6. Seals can be purchased as bulk orders in advance, which some trainers find more useful – if this is your preference, you can purchase a bulk order of seals. You can then complete a spreadsheet every time you allocate seals to your students.
7. Your students' complimentary membership will be initiated on the weekday you request, or the first weekday after their course completes or, in the case of bulk seals purchases, within 3 working days of a spreadsheet being received. If a student has opted to defer for 3 months, then their membership will be initiated 3 months later.
8. If a student doesn't complete for whatever reason, please notify us **before** membership is initiated.