

How to Register for the H/C PRI Course

1. Open your web browser and go to <http://www.phtc-online.org/catalog/pri/>
2. Click on the “Enroll” button
3. You will be taken to the PHTC Online log in page
 - a. *If you have an account on PHTC Online:*
 - i. Enter your username and password and click the “Log In” button.
 - b. *If you do not have an account:*
 - i. Click the purple button above and to the right to “Create a PHTC Online account”
 - ii. Fill in the requested information, then click the “Create Account” button
4. At this point you will be presented with information about accessing the course. Click the Enroll button to proceed.
5. Enter your Occupation, Affiliation, and RN License number. Then click the button to proceed.
6. Submit your payment
 - a. *To pay via credit card:*
 - i. Click the “Pay via Credit Card” button and follow the prompts.
 - b. *To pay via any other method:*
 - i. Enter the Transaction ID you received from the School of Public Health in the Transaction ID field.
 - ii. Click the “Submit and Begin the Course” button.
7. Once payment is complete, you will be taken to the main menu, where you can begin reviewing the course modules.

More Information

General Information: <https://www.albany.edu/cphce/pri-screen.shtml>

Paying by Check? Read how in our ‘Frequently Asked Questions’ at [H/C PRI FAQs](#)

Questions? Check out our ‘Frequently Asked Questions’ at [H/C PRI FAQs](#)

Need Assistance? Please email the University at Albany School of Public Health at nysrhcfassess@albany.edu