

# HOW TO GET YOUR CERTIFICATE

Once you have completed all the components of the certificate you will then need to apply to Red Deer Polytechnic for your certificate. **Here are the steps:**

**01** Click [here](#)

**02** Create a new profile if you do not already have one. If you have taken the RDP Management for Skills for Supervisors, you should already have one!

**03** Once you are logged in, you can type “Recreation Facility” in the search bar, and you will see the image below:

**04** You then click “add to cart” and upon completion of payment, you are registered.

**05** That then triggers RDP to verify the completion of the RFP courses as well as RDP Management Skills for Supervisors.

**06** Once that is confirmed, you will receive an email stating you have completed all the requirements and that a parchment will be mailed out at the end of the term.