



# Online Course Step-by-Step Enrollment Guide

The following is a guide to help you through enrollment into any of the Kentucky Auction Academy courses.

**Step 1** – Go to [www.KentuckyAuctionAcademy.com](http://www.KentuckyAuctionAcademy.com) website and choose the “Online Courses” button from the list on the left. You will see the following:

The screenshot shows the website's navigation menu on the left with 'Online Courses' selected. The main content area features the academy's logo, contact information for Bowling Green classes, and a group photo. Below this, a message states that courses are now available online. It provides instructions on computer requirements and access duration. Two course options are presented in boxes: 'Kentucky Apprentice Auctioneer' (cost \$495) and 'Kentucky Core Course' (cost \$100), each with an 'Enroll' button.

**Kentucky Auction Academy**  
Bowling Green Classes held at  
2435 Fitzgerald Industrial Dr.  
Bowling Green KY, 42101  
Administrative office  
2435 Fitzgerald Industrial Dr.  
Bowling Green KY, 42101  
Office Number 270-780-9513  
Info@KentuckyAuctionAcademy.com

Kentucky Auction Academy is pleased to offer our Courses [Online!](#)

Now you can take courses from the comfort of your home, office or wherever you want!

Please check the [Computer System Requirements](#) and [Instructions for taking the course](#) before enrolling to make sure your computer will work with the online courses, course fees are non-refundable.

Once purchased, you will have access to the course for 30 days.

\*\*\* You must create a user account before you can register and pay for the online course. \*\*\*

Kentucky Apprentice Auctioneer	Kentucky Core Course
NEW Pre-licensure Apprenticeship Course This course consists of 6 Hrs Kentucky Auction Basics and 6 Hrs Kentucky Core Course This also fulfills the requirement for Auction House Operators License.	Meets requirements for Annual Continuing Education for Auctioneers. All Auctioneers must take the CORE class a minimum of every four years.
Cost: \$495	Cost: \$100
<a href="#">Click here to Enroll</a>	<a href="#">Click here to Enroll</a>

Click on the course you are interested in signing up for.

**Step 2** – You must first create an account by clicking on the Create an account button in the lower right corner of the screen, the button is highlighted below with the red arrow:

Kentucky Auction Academy You are not logged in.

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[Home](#) ▶ [Log in to the site](#)

### Log in

### Create an Account to Access Kentucky Auction Academy's Courses

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

**If this is your first time here:**  
**Please read these directions and then click the 'Create new account' button below**

Welcome! For access to courses you'll need to create a new account for yourself on this web site. Here are the steps:

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. Click on the button that says **Send payment via PayPal**. Proceed with either paying with your PayPal account, or if you don't have a PayPal account, you can choose the **Pay with a debit or credit card** link below the PayPal login.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

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<http://www.KentuckyAuctionAcademy.com>

You are not logged in.  
[Home](#)

### Step 3 – Fill out the form. You must have a unique username and the password must:

- Be at least 8 characters
- Contain an Upper case letter
- Contain a Lower case letter
- Contain a Number
- Contain a Special Character such as ^, !, #, or \$

The last part of the form (Called CAPTCHA) must be entered directly below the picture that is shown. If the CAPTCHA image is difficult to read, click the “Get another CAPTCHA” link until the picture shown is readable and enter that information

Click the “Create my new account” button to create the account

▼ Choose your username and password

Username\*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password\*   Unmask

▼ More details

Email address\*

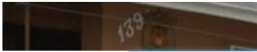
Email (again)\*

First name\*

Last name\*

City/town

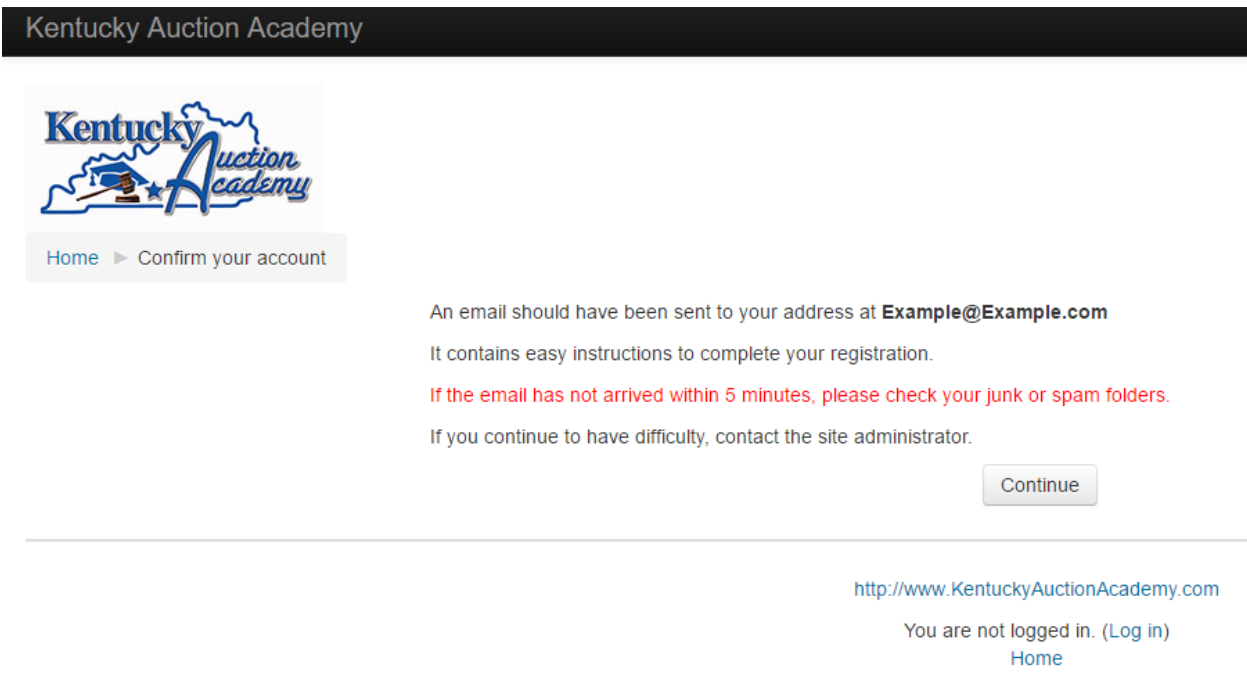
Country

Security question 

Enter the words above

[Get another CAPTCHA](#)  
[Get an audio CAPTCHA](#)

**Step 4** – Once you click the “Create my new account” button the following screen will be shown:



**Please check your email now. If the email has not arrived within 5 minutes, check your junk or spam folder for the email.**

**Step 5** - Once you open the email, there will be a link to click on. Click that link. If the link is not clickable, then copy and paste it into your browser and press the enter key on your keyboard.

Hi John Doe,

A new account has been requested at 'Kentucky Auction Academy' using your email address.

To confirm your new account, please go to this web address:

<https://ce.kentuckyauctionacademy.com/login/confirm.php?data=Pm3ZScZbSADyF2p/johnnytest>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

support

[support@kentuckyauctionacademy.com](mailto:support@kentuckyauctionacademy.com)

**Step 6** - Once you have clicked the link you will be taken to the following webpage. Press the "Send payment via PayPal" Button, it is highlighted here with a red arrow.

The screenshot shows the Kentucky Auction Academy website interface. At the top, there is a navigation bar with the site name and a user profile for 'John Doe'. Below this is a breadcrumb trail: Dashboard > Courses > Click here for Kentucky State Auctioneer Core Course > Enroll me in this course > Enrollment options. On the left, there is an 'ADMINISTRATION' sidebar with a dropdown menu for 'Course administration' and a link to 'Enroll me in this course'. The main content area is titled 'Enrollment options' and features a link to 'Click here for Kentucky State Auctioneer Core Course'. Below this link, there is a text box containing the following information: 'ALL LICENSEES ARE REQUIRED TO COMPLETE A CONTINUING EDUCATION CORE COURSE prior to the annual license renewal date of June 30th!!!', 'Furthermore anyone Grandfathered from Continued Education must also take the Kentucky Core Course.', 'All auctioneers must take the class a minimum of every four years.', and 'Purchase of this Continuing Education Course grants you access for 30 days.' Below the text box, it says 'Teacher: Steve Henry'. Further down, it states 'This course requires a payment for entry.' and 'Kentucky State Auctioneer Online CE/Core Course' with a 'Cost: USD 100.00'. A 'PayPal' logo is displayed, followed by the instruction 'Use the button below to pay and be enrolled within minutes!'. At the bottom, there is a button labeled 'Send payment via PayPal', which is highlighted by a large red arrow.

**Step 7** – If you have a PayPal account you may pay with that, or if you prefer to pay via credit card click the tab that says “Debit or Credit Card”. That tab is highlighted with the red arrow below.

**Your order summary**

Descriptions	Amount
<a href="#">Click here for Kentucky State Aucti...</a>	\$100.00
Item number: <a href="#">Kentucky State Auc...</a>	
Item price: \$100.00	
Options: User: John Doe	
Quantity: 1	
<b>Item total</b>	<b>\$100.00</b>
<b>Total \$100.00 USD</b>	

**Choose a way to pay**

▶ [Pay with my PayPal account](#) **PayPal**

Log in to your account to complete the purchase

▼ **Pay with an online bank account, debit or credit card, or PayPal Credit**  
(Optional) Join PayPal for faster future checkout

Country:

Debit or Credit card number

Payment types

Expiration date mm  / yy

CSC

[What is this?](#)

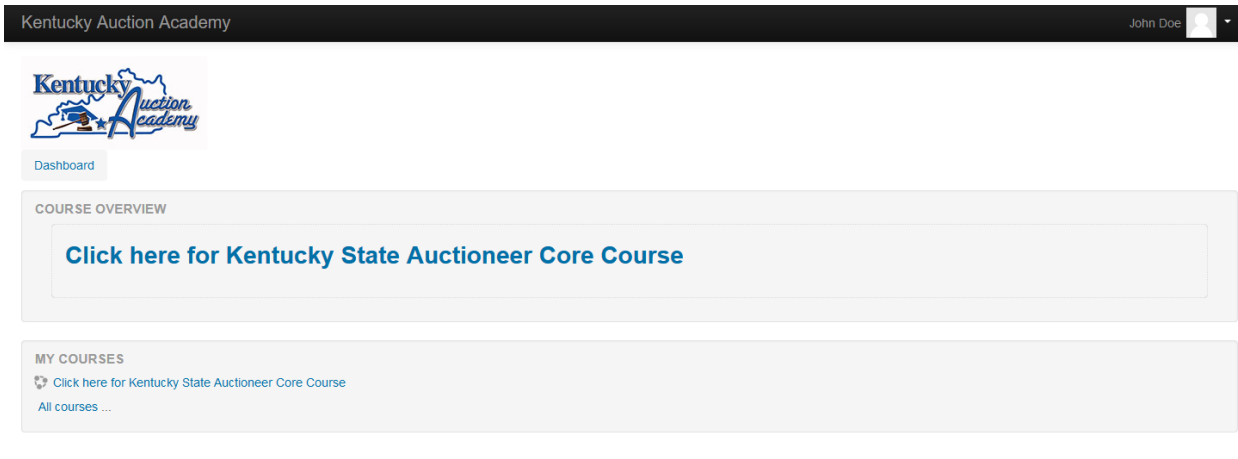
**Billing information**

First name

Last name

**Fill out the form with your information and press the “Pay” button at the bottom of the form.**

**Step 8** – Once your payment is processed you will be taken to the following screen:



<http://www.KentuckyAuctionAcademy.com>  
You are logged in as John Doe (Log out)  
[Home](#)

**The course you are signing up for will be listed. Click where it says “Click here for...”**

## Step 9 – After clicking the link for your course you will be taken to the course content:

The screenshot shows the user interface of the Kentucky Auction Academy. At the top, there is a dark header with the text "Kentucky Auction Academy" on the left and "John Doe" with a profile icon on the right. Below the header is the Kentucky Auction Academy logo. A navigation bar contains a "Dashboard" link and a link to "Click here for Kentucky State Auctioneer Core Course". On the left side, there is a "MY COURSES" section with a link to "Click here for Kentucky State Auctioneer Core Course" and "All courses ...". The main content area is titled "Welcome to the Kentucky State Auctioneer CE/Core Course" and includes a "Your progress" indicator. Below this, there is a list of course items with their durations and completion status. The items are: "Kentucky Auction Law Review - 8:27" (marked complete), "License Required - 9:42" (will be available when the previous activity is complete), "Apprentice Requirements - 5:28" (will be available when the previous activity is complete), "License Information - 1:32" (will be available when the previous activity is complete), "Absentee Bidding - 8:26" (will be available when the previous activity is complete), and "Buyers Premium - 5:16".

Kentucky Auction Academy

John Doe

Kentucky Auction Academy

Dashboard ▶ Click here for Kentucky State Auctioneer Core Course

MY COURSES

Click here for Kentucky State Auctioneer Core Course

All courses ...

Welcome to the Kentucky State Auctioneer CE/Core Course

Your progress

- Welcome message from Steve Henry - 1:15
- Handout 1 - Kentucky Auction Law Review PDF document
- Handout 2 - Auction Contract Principles, Escrow, Warranty Ethics PDF document

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**Kentucky State Auctioneer CE/Core Course Content**

Section titles include the length of the course section in minutes and seconds.  
Each course section must be viewed in its entirety to receive credit for that section.

- Kentucky Auction Law Review - 8:27
- License Required - 9:42  
Will be available when: The activity **Kentucky Auction Law Review - 8:27** is marked complete
- Apprentice Requirements - 5:28  
Will be available when: The activity **License Required - 9:42** is marked complete
- License Information - 1:32  
Will be available when: The activity **Apprentice Requirements - 5:28** is marked complete
- Absentee Bidding - 8:26  
Will be available when: The activity **License Information - 1:32** is marked complete
- Buyers Premium - 5:16

The course items will be shown. Start at the top and click on the first link shown and the lesson will begin. After you complete each item, the next item will become available and allow you to click on it.

If you exit the course, you may log back in and you will be able to start from the point that you were last at.

The last item in the list is the course evaluation, once you complete the evaluation your course completion confirmation will be sent to the proper authority.

If you are still unable to access the course after following these directions, you may contact Steve Henry at 270-780-9513 for further assistance.