

Welcome! Great to see that you have found the XLA® Academy either via our website, social media, internet or your network.

1. After you get excited about our XLA® Academy, you can sign-up for the XLA® Introduction Course via the sign-up button on our website.
 - a. When you want to sign-up as a company with a group of employees, you can select one of the dates that mentions 'in-company' in the course schedule.
 - b. When you want to sign-up as an individual, you can select one of the dates that mentions 'open' in the course schedule.

You can contact us any time via mail or phone in case of questions.

2. After your online registration you receive an email from the XLA® Academy support staff confirming your registration, including practical information about the XLA® Introduction Course. We also require you to provide us with the right billing information.
3. You will receive a definite confirmation of your registration for the XLA® Introduction Course and the invoice:
 - a. For in-company registrations – as soon as we have received and validated the required billing information;
 - b. For individual registrations - approximately 2 weeks prior to the start of your XLA® Introduction course when we minimally have 5 individuals signed up for the course.
4. When your payment has been received, we want to make sure you have the right date, place and time in your calendar. Therefore the XLA® Academy support staff will send you an outlook-invite with all relevant information:
 - Date, Time, Address
 - Travel directions
 - Contact details
 - How to enter and move around the building using your QR code in case the training is in FLOW Amsterdam
 - An agenda for the day
5. One week before your XLA® Introduction course, the trainers will introduce themselves in an email.
 - a. We will also ask you about your dietary wishes and send you the QR code again in case the XLA® Introduction course is in FLOW Amsterdam.
6. The course will end with an exam consisting of 20 multiple choice questions and a ceremony to celebrate that you have become a certified XLA® Associate. You are entitled to receive a 10% discount in case you enroll for the XLA® Foundation directly after completion of the XLA® Introduction course.
7. Our support staff will enroll you as an Associate on the XLA® Academy portal.