

SERVICE COORDINATION TRAINING PROCESS

Check training calendar

- Providers check calendar to see when the next "series" of trainings begins

Register Online

- Providers register online using the **participant's** email so that **participants** receive their confirmation

Confirmation Received

- Participant receives registration confirmation, instructions and deadlines for accessing the Part 1 online prerequisite as well as classroom locations and times

Complete online prerequisite (Part 1)

- Participant completes Part 1 online prerequisite at least one week prior to the classroom session. Failure to do so results in denial of admittance to the classroom.

Attend classroom session (Part 1)

- Participant attends classroom session for Part 1 and receives instructions for accessing the Part 2 online prerequisite

Complete online prerequisite (Part 2)

- Participant completes Part 2 online prerequisite at least one week prior to the classroom session. Failure to do so results in denial of admittance to the classroom

Attend classroom session (Part 2)

- Participant attends classroom session for Part 2. Training is complete.