

## Electronic Certificate Tip Sheet

TT provides participants of all trainings with an Electronic Certificate (E-Cert) package that includes the following:

### For on-line trainings:

- Certificate of completion
- Course Contents

### For live training events:

- Certificate of completion
- Verification of attendance
- Agenda

Here's the step-by-step process to get your E-Cert:

**1** Sign-In using your Member ID and Password.

**TRAINING TEAMS**  
SRS - DBHS TRAININGS FOR MEDICAID PROVIDERS

**MEMBERS**  
Become a Member  
Forgot Password

**ONLINE TRAININGS**  
AC  
CI  
All Trainings

**CPS**  
Basic Training  
Advanced Training  
Schedule  
Exam

**MANAGE**  
Access YOTO

**RESOURCES**  
Tip Sheets

**SUPPORT**  
FAQ's  
Customer Support

**Website Registration**  
→ Sign-In Current Member  
→ Sign-Up New Member

**TRAININGS**

**Online Trainings**  
✓ Attendant Care Training  
✓ Crisis Intervention Training

**Event Trainings**  
✓ Calendar and Registration  
✓ CPS Training [Download Application >>](#)

**MANAGE**  
Manage trainings online with Your Online Training Organizer (YOTO). This powerful interface allows Directors and Supervisors access to all of their organizations member profiles and training information.

**CPS TRAINING**  
Stay up-to-date on the development of required training for Certified Peer Specialists in Kansas  
[FAQ's and More Info >>](#)  
[CPS BASIC Download Application >>](#)  
[CPS ADVANCED TRAINING Download Schedule >>](#)

**SRS REQUIREMENTS**  
Learn about the new SRS training requirements for all Community-Based Service Providers in the State of Kansas  
[Learn More...](#)

**OUR PARTNERSHIP**  
The activities and trainings offered are supported by a contracting partnership among Wichita State University and Kansas Social Rehabilitation Services - Disability and Behavioral Health Services. Federal and State Title XIX Medicaid Funds are a source of support.

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If you have any question, contact us at (316) 978-5398

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Go to Profile Summary on Home Page

**TRAINING TEAMS**

**MEMBERS - Manage**

**MEMBERS**  
My Information  
**Profile Summary**

**ONLINE TRAININGS**  
AC  
CI  
All Trainings

**CPS**  
Basic Training  
Advanced Training  
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Exam

**MANAGE**  
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**Profile Summary**  
This page is all about you! You can update personal, employment, and sign-in information here. Plus you can view your online and event training status and print your electronic verification of attendance form (E-VER) once you have completed your training.

**MY INFO**

**PROFILE**

**PERSONAL INFO**  
View and edit your personal information

**EMPLOYMENT INFO**  
View and edit your employment information

**SIGN-IN INFO**  
View and edit your member ID and password

**ONLINE TRAINING INFO**

TRAINING(S)	STATUS	E-CERT	COMPLETED
<a href="#">Attendant Care - Child</a>	In Progress	---	
<a href="#">Attendant Care Training - Adult</a>	In Progress	---	
<a href="#">Crisis Intervention - Track A</a>	In Progress	---	
<a href="#">Crisis Intervention - Track L</a>	In Progress	---	
Kansas Certified Peer Specialist	Completed	<a href="#">Print</a>	7/10/2008

**EVENT TRAINING INFO**

START DATE	TRAINING(S)	STATUS	E-CERT	COMPLETED
7/11/2008	Certified Peer Specialist - Abilene	Completed	<a href="#">Print</a>	7/11/2008

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Click on the "Print" to view your E-Cert package. You can print the documents for your records.