

Registration Instructions for Co-Occurring Informed Training Certification

Thank you for expressing interest in becoming a Co-Occurring Informed Level service provider, after you register for the certification, sccLearn will let you know what trainings you need to take and identify trainings that you have already attended. You only need to register for one training activity in the Co-Occurring Informed Training Certification series to get started. Please follow the below instructions to register for this certification program in sccLearn.

To register for the Co-Occurring Informed Training Certification, you will first need to click on your sccLearn link (see below).

County Staff: <http://scclearn.sccgov.org>.

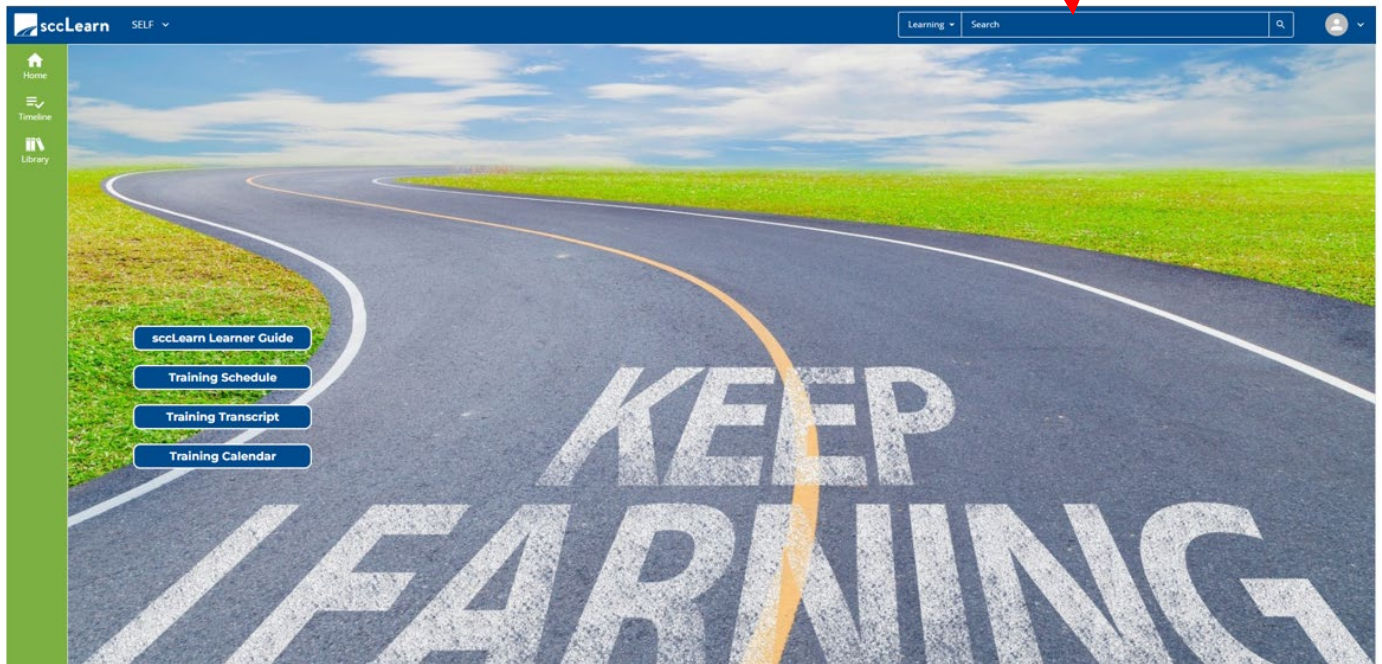
County Contract Provider Staff: <http://www.sccgov.org/sccLearn-partner>

Once you get to your sccLearn homepage, type “Co-Occurring Informed Training” in Search bar (see images below) then hit the “↵ **Enter**” key on your keyboard or click on the magnifying glass icon. **Note: The home screens appear differently for County and Contract Provider staff.**

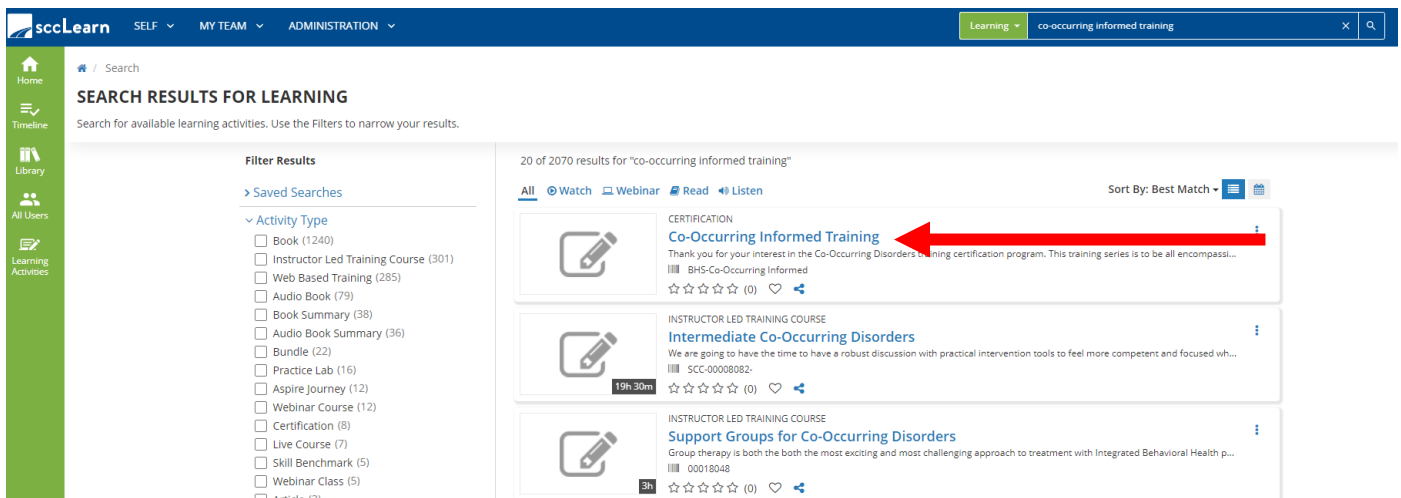
County BHSD staff sccLearn Homepage

The screenshot shows the sccLearn homepage for County BHSD staff. At the top, there is a navigation bar with 'sccLearn' and dropdown menus for 'SELF', 'MY TEAM', and 'ADMINISTRATION'. A search bar contains the text 'Co-Occurring Informed Training' and a magnifying glass icon. A red arrow points to the search bar. Below the navigation bar, there is a vertical sidebar with icons for 'Home', 'Timeline', 'Library', 'All Users', and 'Learning Activities'. The main content area features a large blue banner with the text 'What would you like to learn today?' and a search bar. Below this, there is a section for 'UPCOMING TRAINING' with a course titled 'Law and Ethics for County Behavioral Health Care Providers' and a start date of '09/22/2022'. To the right, there is a promotional banner for 'COMMUNICATION: THE HUMAN CONNECTION' with a list of learning objectives and a call to action to register for September trainings.

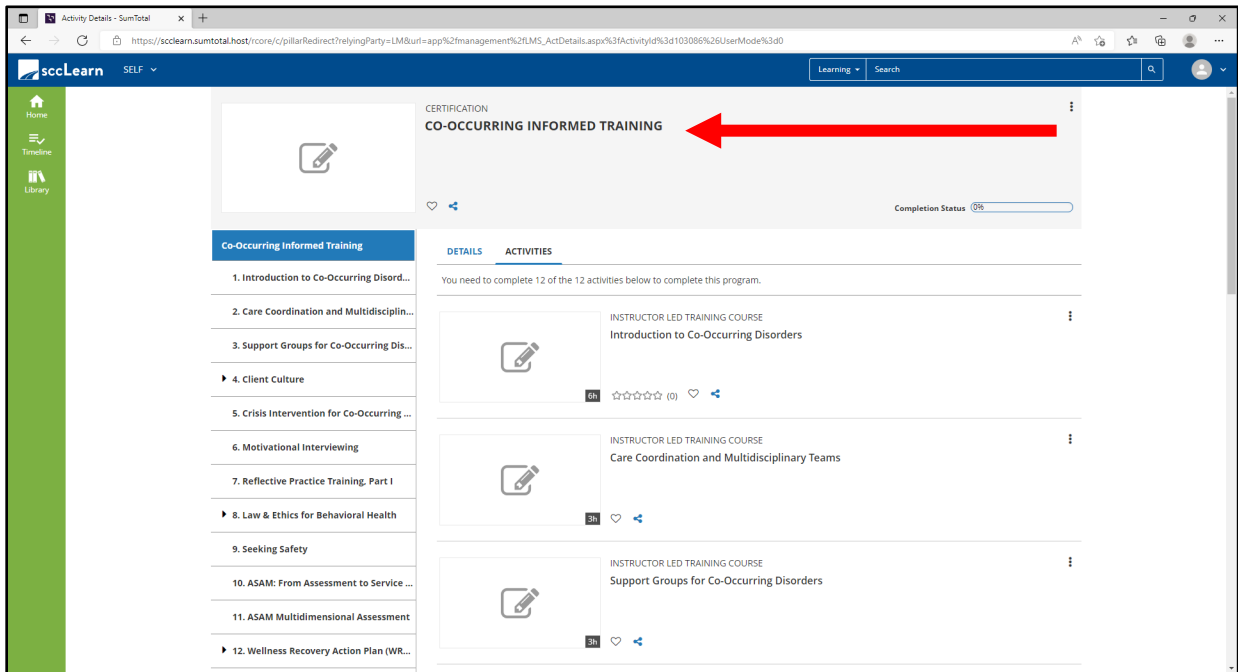
County Contract Provider sccLearn Homepage



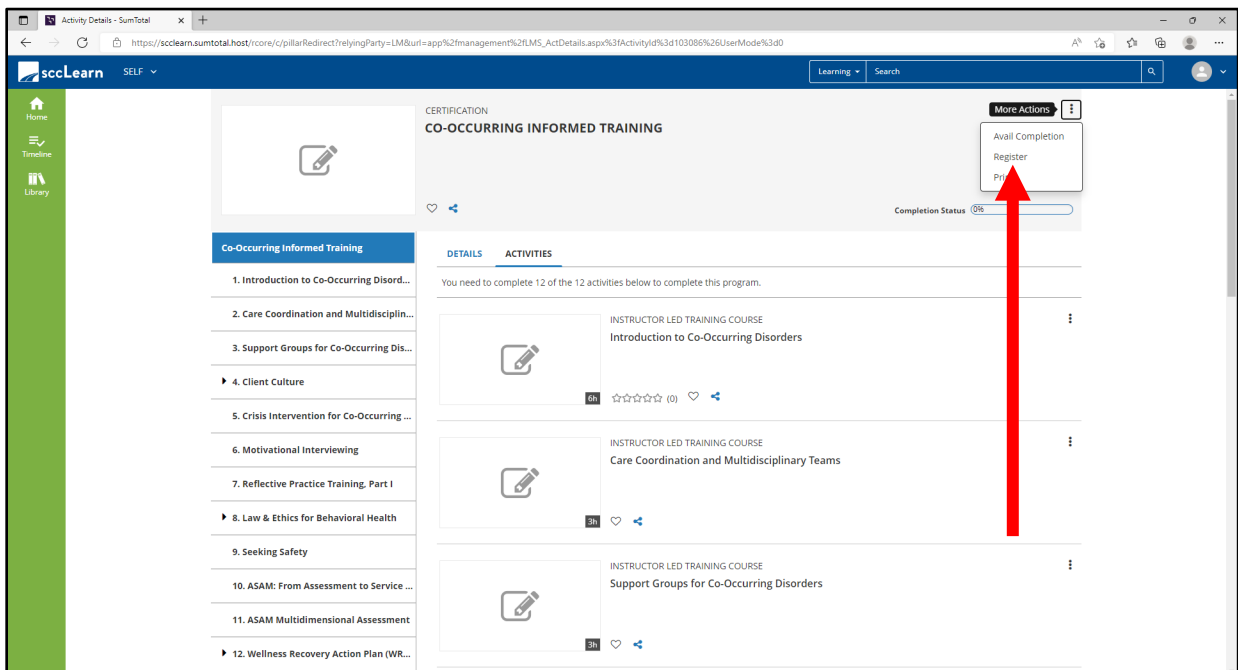
Your search results will be displayed on your screen, you will need to **click** on the link for the “Co-Occurring Informed Training” certification that is in blue.



1. You should be directed to the Landing page for **Co-occurring Informed Training Certification Course List.**



2. **Click** on the three vertical dots at the top of the page on the right hand side and select **Register** in the drop down menu (see below).



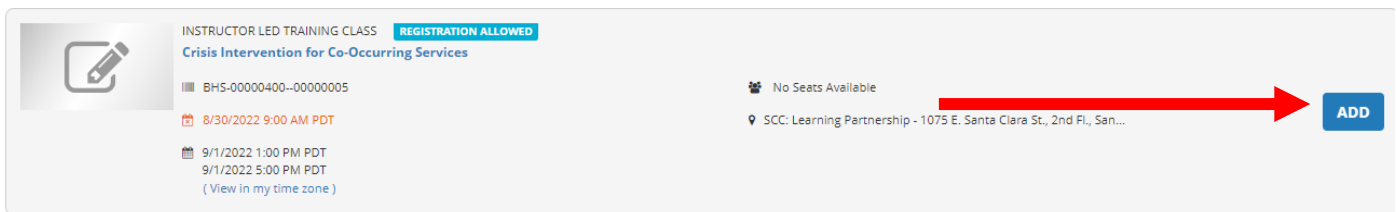
3. **Click** on the blue **ADD** button for the **Training Course** you are trying to add.



INSTRUCTOR LED TRAINING COURSE **REGISTRATION ALLOWED**
Crisis Intervention for Co-Occurring Services
BHS-00000400- Unlimited **ADD**

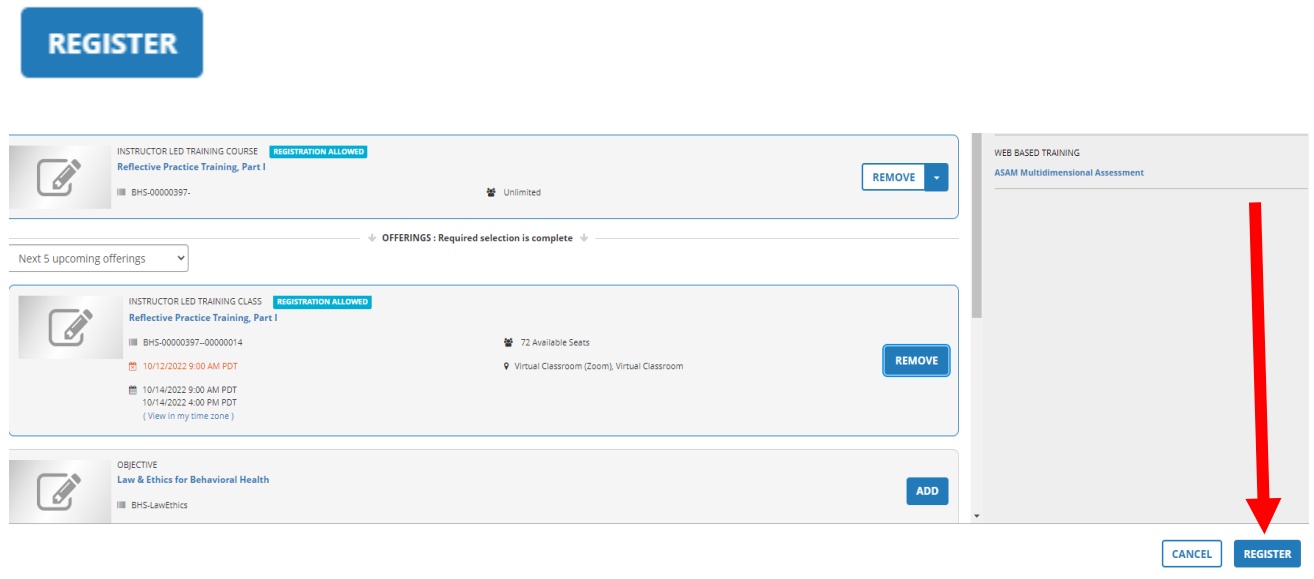
Please note that you can only register for the training when you see **Registration Allowed** highlighted in light blue. When you see the **Click Here to View Registration Warnings** that means that there are no scheduled trainings at the current time you are trying to register.

4. You will then need to Click the blue **ADD** button on the **Training Class** that will be immediately below the Training Course.



INSTRUCTOR LED TRAINING CLASS **REGISTRATION ALLOWED**
Crisis Intervention for Co-Occurring Services
BHS-00000400--00000005 No Seats Available
8/30/2022 9:00 AM PDT
9/1/2022 1:00 PM PDT
9/1/2022 5:00 PM PDT
(View in my time zone)
SCC: Learning Partnership - 1075 E. Santa Clara St., 2nd Fl., San... **ADD**

5. You can now **Click** on the blue **REGISTER** button on the lower right side and you will have successfully registered for your desired training.



REGISTER

INSTRUCTOR LED TRAINING COURSE **REGISTRATION ALLOWED**
Reflective Practice Training, Part I
BHS-00000397- Unlimited **REMOVE**

Next 5 upcoming offerings

OFFERINGS: Required selection is complete

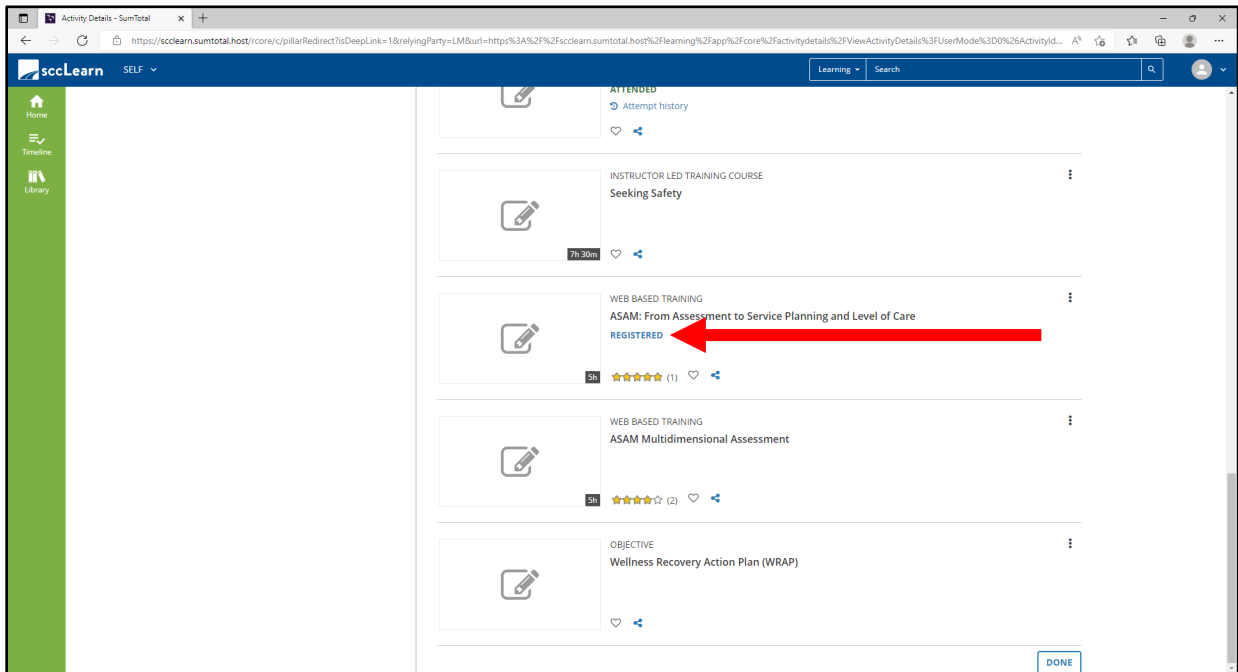
INSTRUCTOR LED TRAINING CLASS **REGISTRATION ALLOWED**
Reflective Practice Training, Part I
BHS-00000397--00000014 72 Available Seats
10/12/2022 9:00 AM PDT
10/14/2022 9:00 AM PDT
10/14/2022 4:00 PM PDT
(View in my time zone)
Virtual Classroom (Zoom), Virtual Classroom **REMOVE**

OBJECTIVE
Law & Ethics for Behavioral Health
BHS-LawEthics **ADD**

WEB BASED TRAINING
ASAM Multidimensional Assessment

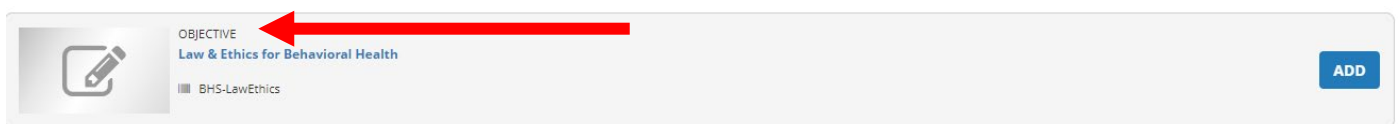
CANCEL REGISTER

- A new window will open to confirm your registration. You should see the word **REGISTERED** in blue for the class that you registered.



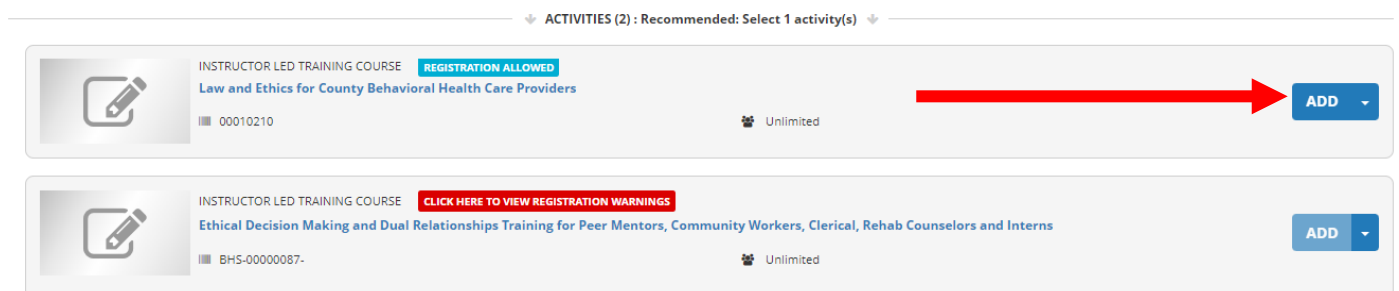
Registering for Training Objectives

There are two trainings: Law & Ethics for Behavioral Health and WRAP that have two training options and therefore have different classifications called "Training Objective." For example, to register the Law & Ethics training please see the below steps.

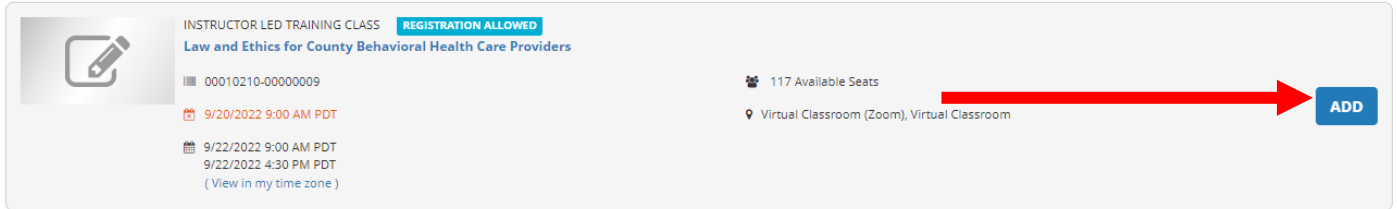


Click the blue **ADD** button for the **Training Objective** for Law & Ethics.

You will then see two possible training courses for Law & Ethics. You will then pick the required training for your job classification and will click the blue **ADD** button for the **Training Course**.

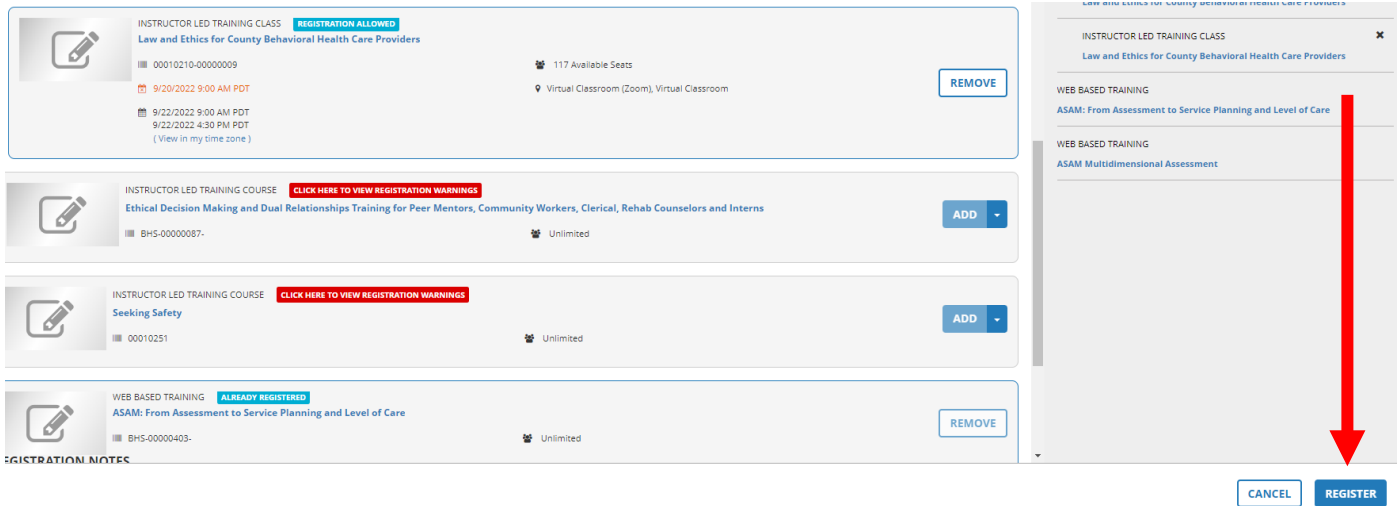


When you see the **Training Class** click the blue **ADD** button for Law & Ethics.



INSTRUCTOR LED TRAINING CLASS **REGISTRATION ALLOWED**
Law and Ethics for County Behavioral Health Care Providers
 00010210-00000009
 9/20/2022 9:00 AM PDT
 9/22/2022 9:00 AM PDT
 9/22/2022 4:30 PM PDT
 (View in my time zone)
 117 Available Seats
 Virtual Classroom (Zoom), Virtual Classroom
ADD

You can now **Click** on the blue **REGISTER** button on the lower right side and you will have successfully registered for the Law & Ethics training.



INSTRUCTOR LED TRAINING CLASS **REGISTRATION ALLOWED**
Law and Ethics for County Behavioral Health Care Providers
 00010210-00000009
 9/20/2022 9:00 AM PDT
 9/22/2022 9:00 AM PDT
 9/22/2022 4:30 PM PDT
 (View in my time zone)
 117 Available Seats
 Virtual Classroom (Zoom), Virtual Classroom
REMOVE

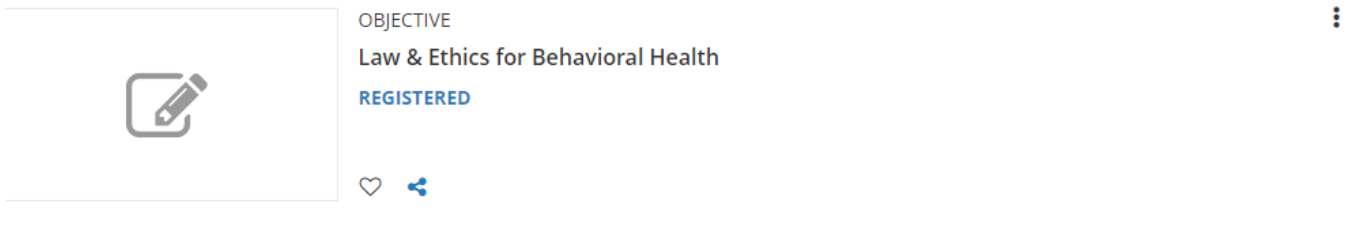
INSTRUCTOR LED TRAINING COURSE **CLICK HERE TO VIEW REGISTRATION WARNINGS**
Ethical Decision Making and Dual Relationships Training for Peer Mentors, Community Workers, Clerical, Rehab Counselors and Interns
 BHS-00000087-
 Unlimited
ADD

INSTRUCTOR LED TRAINING COURSE **CLICK HERE TO VIEW REGISTRATION WARNINGS**
Seeking Safety
 00010251
 Unlimited
ADD

WEB BASED TRAINING **ALREADY REGISTERED**
ASAM: From Assessment to Service Planning and Level of Care
 BHS-00000403-
 Unlimited
REMOVE

REGISTRATION NOTES

CANCEL REGISTER



OBJECTIVE
Law & Ethics for Behavioral Health
REGISTERED
 ❤️ 🔗

You should get an immediate e-mail from DoNotReply@isd.sccgov.org (ISD) confirming successful registration for your specific Training activity.

Indication of attendance for Previous Trainings

If you see the below “Waived” or “Already Attended” for some of the required trainings in your certification series, you will need to determine when these were completed. For trainings to count towards the Co-Occurring Informed Training Certification, trainings need to be taken within 4 years of your registration for the certification.

↓ ACTIVITIES (12) : You have already attended 3 activity(s); Select at least 1 activity(s) that you haven't attended yet ↓

	INSTRUCTOR LED TRAINING COURSE	CLICK HERE TO VIEW REGISTRATION WARNINGS	WAIVED	ADD
	Introduction to Co-Occurring Disorders			
	■ BHS-00000399-	Unlimited		

	INSTRUCTOR LED TRAINING COURSE	CLICK HERE TO VIEW REGISTRATION WARNINGS	ALREADY ATTENDED	ADD
	Motivational Interviewing			
	■ 00010243	Unlimited		

WARNING - Waiting List Notification in Co-Occurring Informed Training Certification

Please note that if you see that you are going to be placed on the **Waiting List** click to remove that training from your training schedule as it will prevent you from registering for other training activities in the certification series. You will need to exit the certification series and register for the training with the wait list outside of the certification series. If you are able to get into the training and successfully completed the training it will be automatically noted in the certification series.

	INSTRUCTOR LED TRAINING CLASS	GOING TO WAITING LIST	REMOVE
	Crisis Intervention for Co-Occurring Services		
	■ BHS-00000400--00000005		

Technical Assistance Information

Submit a service desk ticket through [Ask Clara](#) (only available on the County’s intranet) or Email: askclara@tss.sccgov.org
Phone: (408) 970-2222

