

# How to access a training with a Pre-Requisite on LMS

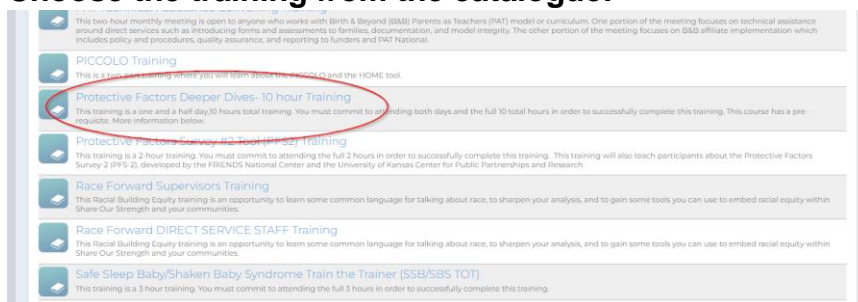
To attend a training that requires a pre-requisite you will first need to complete the pre-requisite and the pre-test (if applicable) before you are able to choose a training date.

Trainings with a pre-requisite are:

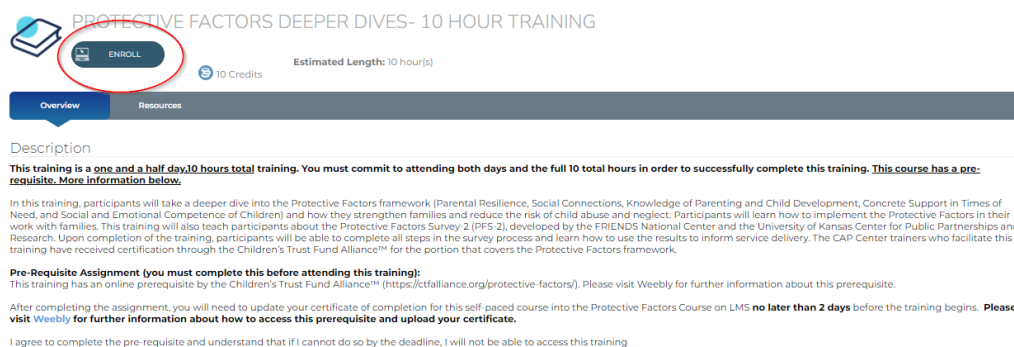
- Protective Factors Deep Dives
- Case Management
- PAT FMI Foundation Visits 1-8 Deep Dives
- PAY F2 Deeper Dive into Visit Planning
- NPP

To complete the pre-requisite and pre-test (if applicable) in order to choose a training date, follow the steps below:

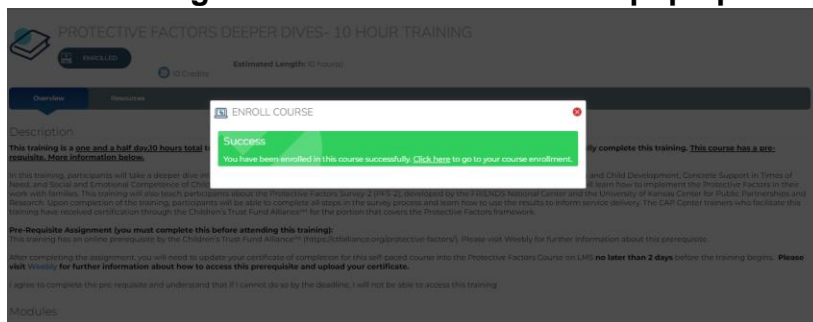
## 1. Choose the training from the catalogue:



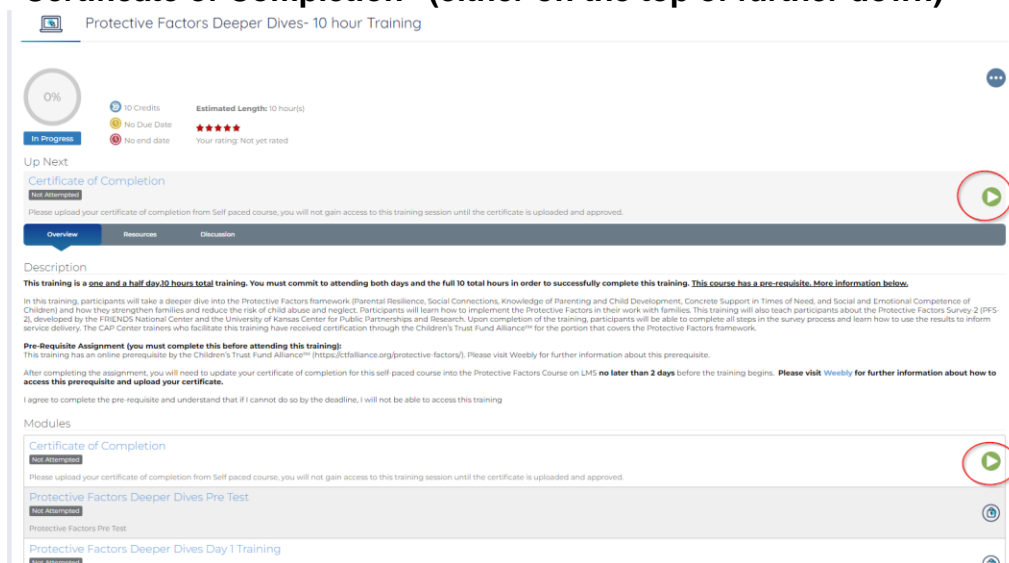
## 2. Click “Enroll”



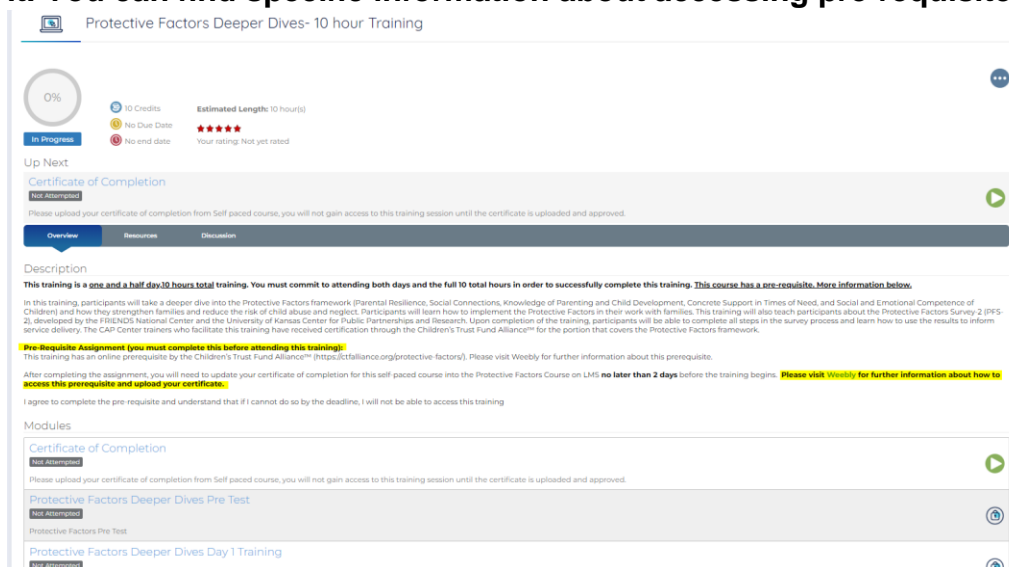
## 3. After clicking “enroll” the box below will pop up. Press “Click Here”



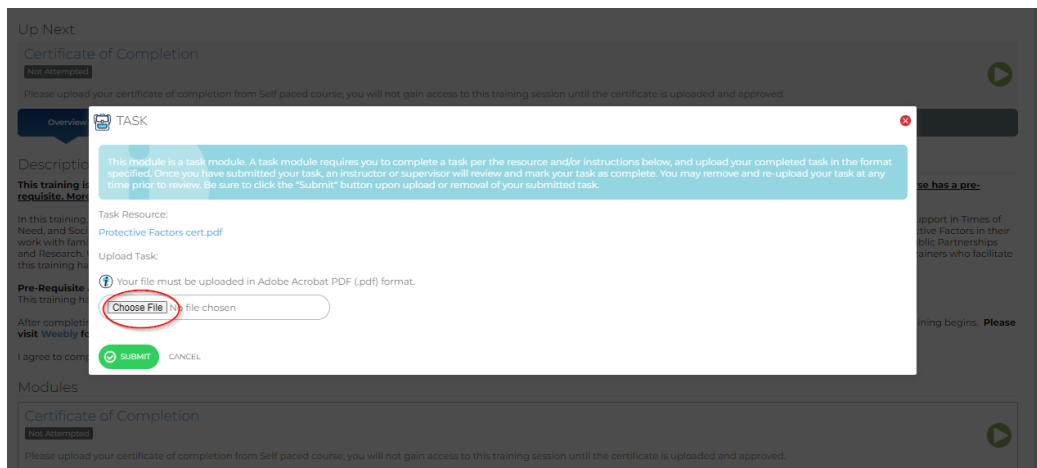
- This will send you back to the training course page.
- Before you can choose a date for the training, you will need to complete the pre-requisite. When you click on “Click Here” (#4 above) the system will take you back to the course. Once there, you will see the Green Arrow on the right of the first Module “Certificate of Completion” (either on the top of further down)



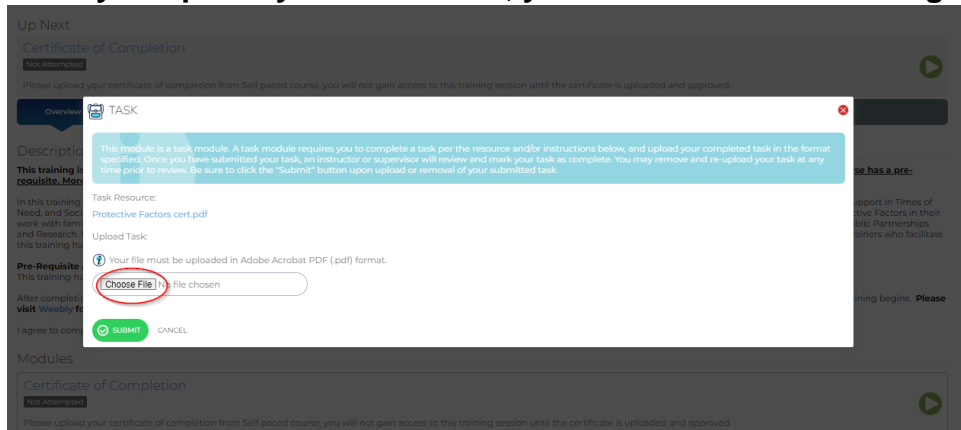
- You will need to complete the self-paced course indicated in the Course description. The self-paced course may be on LMS or you will have to visit another site to complete it. You can find specific information about accessing pre-requisite courses on [Weebly](#).



- Once you complete the self-paced-requisite training, you will receive a certificate of completion. This certificate is what you will upload to the Course on LMS. To upload your certificate (it should be a PDF), Go into the course and click on the green arrow. Once you click on that the window below will appear. Click on “Choose File” to upload your certificate.

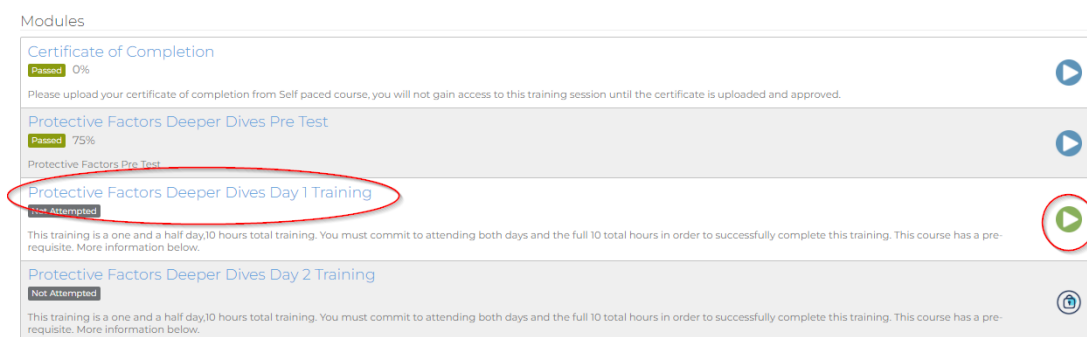


8. Once you upload your certificate, you will receive the message below.



9. The LMS system will need to “approve” the upload (This can take up to 24 hours). Once it does, you will also need to complete the Pre-Test before you can choose a date. Click on the Green Arrow next to module # 2 “Course Name Pre-Test”.

10. Once you complete the Pre-Test, you will be re-directed back to the course. Once there, click on the 3<sup>rd</sup> Module “Course Name Training”. You click the name of the Module or the green arrow.



11. That will open a box where you can then choose the date for the training you would like to attend. You may need to scroll down a bit to see the dates. Click the small circle next to the date you want.

**ENROLL IN INSTRUCTOR LED TRAINING SESSION**

Need, and Social and Emotional Competence of Children) and how they strengthen families and reduce the risk of child abuse and neglect. Participants will learn how to implement the Protective Factors in their work with families. This training will also teach participants about the Protective Factors Survey 2 (PFS-2), developed by the FRIENDS National Center and the University of Kansas Center for Public Partnerships and Research. Upon completion of the training, participants will be able to complete all steps in the survey process and learn how to use the results to inform service delivery. The CAP Center trainers who facilitate this training have received certification through the Children's Trust Fund Alliance™ for the portion that covers the Protective Factors framework.

**Pre-Requisite Assignment (you must complete this before attending this training):**  
This training has an online prerequisite by the Children's Trust Fund Alliance™ (<https://ctfalliance.org/protective-factors/>). Please visit Weebly for further information about this prerequisite.

After completing the assignment, you will need to update your certificate of completion for this self-paced course into the Protective Factors Course on LMS **no later than 2 days** before the training begins. **Please visit Weebly for further information about how to access this prerequisite and upload your certificate.**

I agree to complete the pre-requisite and understand that if I cannot do so by the deadline, I will not be able to access this training

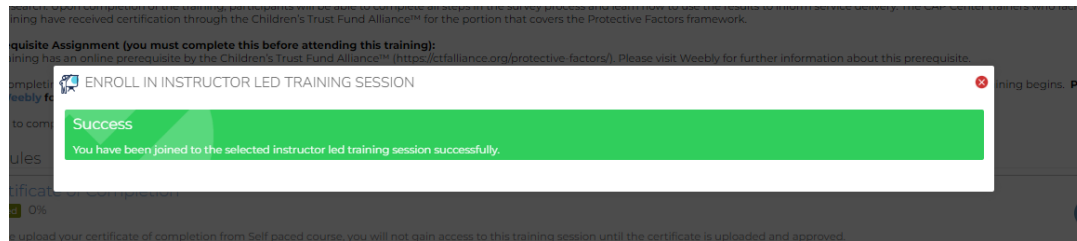
Please select a session to attend and click 'OK'

☐ Protective Factors Deeper Dives Day 1 Training 03.27.23  
 Status: Seats Available (2/30)  
 Location: Online  
 Instructor(s): Simon, Ashley  
 Meeting Time(s): 3/27/2023 9:00:00 AM - 3/27/2023 4:00:00 PM

☐ Protective Factors Deeper Dives Day 1 Training 05.09.23  
 Status: Seats Available (28/30)  
 Location: Online  
 Instructor(s): Simon, Ashley  
 Meeting Time(s): 5/9/2023 9:00:00 AM - 5/9/2023 4:00:00 PM

OK CANCEL

12. Once you choose a date, the message below will appear.



13. It will then redirect you back to the course and you will see that the module for the training will be live and the training date you registered for will appear below it.

Modules

Certificate of Completion	Passed 0%	▶
Please upload your certificate of completion from Self paced course, you will not gain access to this training session until the certificate is uploaded and approved.		
Protective Factors Deeper Dives Pre Test	Passed 75%	▶
Protective Factors Pre Test		
Protective Factors Deeper Dives Day 1 Training	In Progress	▶
Instructor Led Training Session: Protective Factors Deeper Dives Day 1 Training 03.27.23		
This training is a one and a half day, 10 hours total training. You must commit to attending both days and the full 10 total hours in order to successfully complete this training. This course has a pre-requisite. More information below.		
Protective Factors Deeper Dives Day 2 Training	Not Attempted	🔒
This training is a one and a half day, 10 hours total training. You must commit to attending both days and the full 10 total hours in order to successfully complete this training. This course has a pre-requisite. More information below.		
Protective Factors Deeper Dives Post Test	Not Attempted	🔒
Protective Factors Deeper Dives Post Test		

14. To access the training the day of, return to your dashboard, open the course, and click on the title ("Course name Training") or green arrow to access the live link to enter the training.

Modules

Certificate of Completion	Passed 0%	▶
Please upload your certificate of completion from Self paced course, you will not gain access to this training session until the certificate is uploaded and approved.		
Protective Factors Deeper Dives Pre Test	Passed 75%	▶
Protective Factors Pre Test		
Protective Factors Deeper Dives Day 1 Training	In Progress	▶
Instructor Led Training Session: Protective Factors Deeper Dives Day 1 Training 03.27.23		
This training is a one and a half day, 10 hours total training. You must commit to attending both days and the full 10 total hours in order to successfully complete this training. This course has a pre-requisite. More information below.		
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Protective Factors Deeper Dives Post Test	Not Attempted	🔒
Protective Factors Deeper Dives Post Test		

