

Participant Instructions on How to Access Digital Certificates

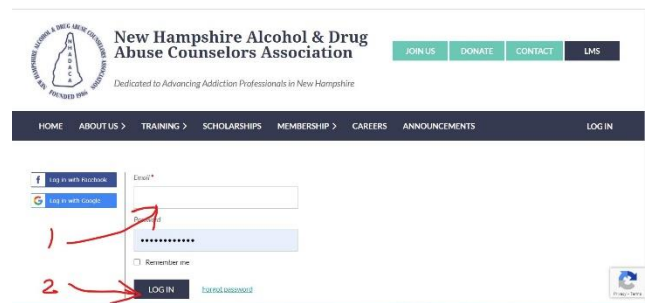
Hello,

In an effort to enhance the training experience and expedite the process of accessing your certificates and training portfolio, we are instituting a new system of delivering your certificates. **Starting May 1, 2021 you can access your certificates digitally directly from our website by logging into your account.** There, you will be able to fill out the survey, and once authorized by us (after we receive your survey) you can download your own digital certificate and have access to your own portfolio of training.

Please follow the instructions below carefully to access your portfolio where you can see the trainings you have participated in, your certificates and surveys.

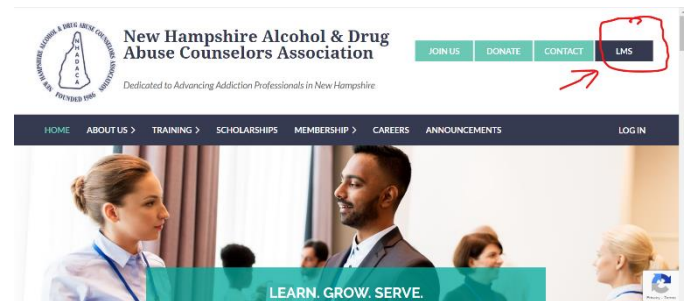
Step 1:

Log into our website at NHADACA.org. Once there please use your email and password to enter your account. If you have forgotten your password, just click on “Forgot Password” and recover it.



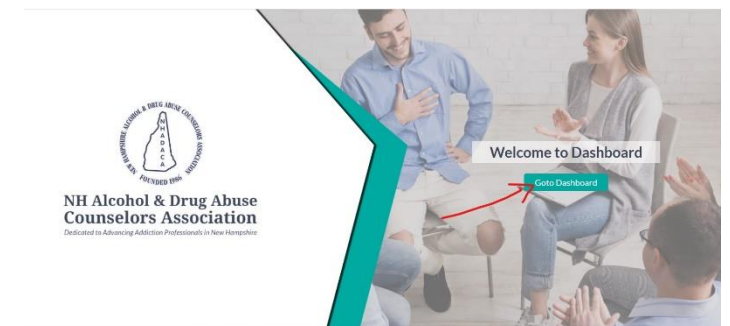
Step 2

Once in your account click on LMS (Dark Blue/Black button)



Step 3

Click on Get Started (Green Button)



Step 4

Once in your account click on My Training History.



Step 5

Once in your portfolio, you will see all the trainings you have registered for and participated in. In front of each training event, you will see a Download symbol (first red arrow) and a blue link called Survey. **You must first complete the survey for each training. Once we receive the survey, we authorize the digital certificate** and you will see the Download mark under the heading of certificate.

#	Title of Event	Date of Event	Presenter	CE	Payment Details	Certificate	Survey
1	Virtual Alcohol Use Disorder in the Shadows...	2020-11-05	Foad Afshar		Trainer, No fee (NHADACA Staff)	Download icon	Go to Survey
2	NHADACA 2020 Annual Meeting	2020-11-20	Foad Afshar				Go to Survey
3	Virtual HIV Trends & Treatment	2021-01-08			Staff, No fee		Go to Survey
4	Virtual Introduction to Ethics & Confidentiality	2021-01-15	Kelly Luedtke, MLADC		Staff, No fee		Go to Survey
5	Virtual Connect Suicide Prevention for Behav...	2021-01-18			Staff, No fee		Go to Survey
6	Virtual Certified Recovery Support Worker (C...	2021-01-25			Staff, No fee		Go to Survey
7	Virtual The Next Generation of Clinical Surve...	2021-05-06	Alan Lyme, LISW, MAC		Staff, No fee		Go to Survey
8	Virtual Taking a Closer Look at Methampheta...	2021-01-29			Staff, No fee		Go to Survey
9	Virtual Recognize & Accommodate Brain I...	2021-02-09	Carolyn Lemsky, PhD, C.Psych, ABPP, CN	(2.25CE) Only attending day 2. Left @11:24am...			Go to Survey
10	Virtual Understanding Your Ethical Constrai...	2021-02-10			Staff, No fee		Go to Survey
11	Virtual Ethics & Best Practices in Treatmen...	2021-02-11			Staff, No fee		Go to Survey

Step 6

Once you see the Download button for any of the trainings and click it, you will note a downloaded PDF document in the lower left hand of the screen. That is your certificate.

#	Title of Event	Date of Event	Presenter	CE	Payment Details	Certificate	Survey
1	Virtual Alcohol Use Disorder in the Shadows...	2020-11-05	Foad Afshar		Trainer, No fee (NHADACA Staff)	Download icon	Go to Survey
2	NHADACA 2020 Annual Meeting	2020-11-20	Foad Afshar				Go to Survey
3	Virtual HIV Trends & Treatment	2021-01-08			Staff, No fee		Go to Survey
4	Virtual Introduction to Ethics & Confidentiality	2021-01-15	Kelly Luedtke, MLADC		Staff, No fee		Go to Survey
5	Virtual Connect Suicide Prevention for Behav...	2021-01-18			Staff, No fee		Go to Survey
6	Virtual Certified Recovery Support Worker (C...	2021-01-25			Staff, No fee		Go to Survey
7	Virtual The Next Generation of Clinical Surve...	2021-05-06	Alan Lyme, LISW, MAC		Staff, No fee		Go to Survey
8	Virtual Taking a Closer Look at Methampheta...	2021-01-29			Staff, No fee		Go to Survey
9	Virtual Recognize & Accommodate Brain I...	2021-02-09	Carolyn Lemsky, PhD, C.Psych, ABPP, CN	(2.25CE) Only attending day 2. Left @11:24am...			Go to Survey

Step 7

Clicking on that PDF file will bring up the certificate which you can save in your own files or send directly to the licensing board, your employer, or any other organization needing proof of training.

