**Training start date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAP Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please follow these instructions:**

**OBTAIN A RESOURCE PACKET**

The **Resource Packet\*** is available from Long Term Pharmacy Solutions (LTPS) for $10 per packet. Email Carolyn Dunn at [cdunn@ltps.us](mailto:cdunn@ltps.us) to order your resource packet. Include ‘Resource Packet’ in the subject line and your mailing address in the email.

\*It is a requirement that staff receives a Resource Packet prior to the start of their training. A Service Provider is responsible for either ordering the Resource Packet for the staff or assembling a Resource Packet, as required, for each staff.

**LOG ON TO THE COURSE IN E.K. SHRIVER CENTER ONLINE**

At 7am on the morning of your training start date, look for an email from **E.K.** **Shriver Center Online** in your inbox with your access link, your username and temporary password (you will be prompted to change your password when you login for the first time). The course is self-paced and you will have 2 weeks to complete it.

**If you do not see the email, check your spam folder.** The e-mail will come from [noreply@shriveronline35.neindex.org](mailto:noreply@shriveronline35.neindex.org). Please contact [CDDER@umassmed.edu](mailto:CDDER@umassmed.edu) with questions or difficulties

**WELCOME VIRTUAL MEETING**

On your training start date, there will be a Welcome meeting, held by (SKYPE, ZOOM) at the following link . We will review course procedures, address any technical issues that you have with login, and answer any questions before you begin training.

Prior to this meeting, please login, change your password (as instructed above), and read the Introduction, which should take approximately 20 minutes to read.

**COMPLETE THE COURSE**

Look for the ‘**MAP Courses’** dropdown in the upper left and choose **‘MAP Certification Training’**. Save this page to your ‘favorites’ or ‘bookmark’ it for ease of access throughout the course. Click on the ‘**Introduction’** for information regarding how to navigate the course.

There will be a mid-course virtual check in scheduled for \_\_\_\_\_\_ in order to answer questions and prepare for the final 4 units, which are heavily skills based.

**‘WRAP-UP’ SESSION**

Attend the Webex meeting Trainer ‘Wrap-Up’ session hosted by your MAP Coordinator. This is the time for feedback and any additional questions not answered along the way. Look for the ‘invite’ in your email.