**Welcome to the online** **MAP Certification Training course!**

**Course Details**

* This self-paced, self-study course will be available to you after 9am on your course start date, and it will be delivered through the online learning platform known as **Moodle** via the Shriver Center/UMMS Moodle website at <https://mapmass.com/>.
  + This is separate from the TestMaster Universe (TMU) site that you may already be familiar with. Please relay any TMU-related questions to your MAP Trainer or go to <https://ma.tmuniverse.com/> for other help options.
* You will have **two weeks to complete and pass** all 9 Units of this course. This includes reading all course materials and practicing both transcription and administration medication activities and graded assignments.
  + Be prepared to spend **at least 13 to 16 hours** completing this course. Please ensure that you and your supervisor allow enough time to complete the course.
* After completing and passing all 9 Units, you will have access to the three pretest components, which you must successfully complete before you are eligible to take the MAP Certification Tests. You have 6 months from your training end date to complete Testing.

**First Time Logging In**

Before 9am on the course start date, you will receive an email from ***Admin User (via Massachusetts Medication Administration Program Training Resources and Support)*** *<*[*noreply@neindex.org*](mailto:noreply@neindex.org)*>* with the subject ***MAP Training Resources and Support: New User Account*** with your unique username and temporary password. You will need this information to log into the course for the very first time. Check your junk or spam folders in case you do not find this email in your inbox.

* Once you have your login information, go to <https://mapmass.com/>, click “Log In” in the upper right-hand corner of the page, and enter your username and temporary password as it’s shown in the email you received from ***Admin User (via Massachusetts Medication Administration Program Training Resources and Support)*** *<*[*noreply@neindex.org*](mailto:noreply@neindex.org)*>*. If possible, use the copy and paste function to help avoid login troubles. If you receive an error message on your first attempt, try a second time.
* Once you’ve successfully logged in, the system will prompt you to change your password. Please create a password that you can easily remember.
* Please **attempt to login to the course by 4PM the Friday of your course start week** to ensure you can successfully access the course outside of CDDER Moodle Support Hours.

**CDDER Moodle Support**

* Please feel free to contact the CDDER Moodle Support team if:
  + You did not receive the initial e-mail with your temporary password from [noreply@neindex.org](mailto:noreply@neindex.org) by 9am on the course start date or
  + If you continue having troubles logging in for the first time after a couple of attempts.
* You can get Moodle-related support from the CDDER team Monday through Friday from 8am to 4pm, except for major federal and state holidays, by emailing [cdder@umassmed.edu](mailto:cdder@umassmed.edu).
  + When emailing CDDER Moodle Support, please include your full name, the course start date, and your Trainer’s name somewhere in the body of your email.

**Course Materials & Preparatory Guides:**

* **Obtaining Your Resource Packet**

Typically MAP Trainers and/or a Service Provider representative are responsible for ordering this; however, students may be directed to order a Resource Packet themselves. Resource Packets are ordered from Long Term Pharmacy Solutions (LTPS) with a minimum of two weeks’ notice. There is a $10 fee. To order your Resource Packet, email C. Dunn, the LTPS point of contact, at cdunn@ltps.us and include the term ‘Resource Packet’ in the subject line and your shipping address in the body of the email.

* + - If you don’t receive an email response from LTPS within 48 hours after emailing them, call them directly at 978-458-4000 ext. 135

Please visit [www.mapmass.com](http://www.mapmass.com) and click on **“Student and Trainer Resources”** to find these other helpful documents:

* ​**Are You Ready for Online Learning?**

This guide is for students to review before the course begins to ensure they have the necessary technology and supports in place.

* **Student User Manual**

Detailed user manual for students about how to use the Moodle course.

* **RIA Curriculum**

PDF copy of the curriculum for reading online or printing