

LifeSkills Online Provider Training Registration Form

Billing Information	Ship to: (if different from Billing) No PO Box
Name:	Name:
Title:	Title:
Organization:	Organization:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Email:	Email:

Training & Materials	
Middle School Online Training Training Date: February 2, 2012 –10am (ET) Live I and February 9, 2012 –10am (ET) Live II.	Cost: \$235.00 per person
Middle School Training Set \$137.50 (Includes Teacher's Manual, Student Guide, Smoking & Biofeedback DVD, and Stress Management CD). <u>*price includes 10% UPS ground shipping within the continental USA. All others outside of USA please call for shipping charges.</u>	Ordering Materials*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Note: Training materials are required to complete Self-Paced portion of the training.</i>

Payment Method	
Please make all payments payable to: National Health Promotion Associates, Inc. 711 Westchester Ave., White Plains, NY 10604 Purchase Order No. _____ Check No. _____ Must be faxed to 914-421-2007 Total Payment due: \$ _____	Credit Card Name on Card: _____ <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express Card # _____ Exp Date: ____/____ Security Code _____ <input type="checkbox"/> check here if billing address above is same for credit card

Pre-Needs Assessment	
1. Where will LST be taught? <input type="checkbox"/> School Setting <input type="checkbox"/> After School Program <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Other (please specify) _____	
2. In which class will LST be taught? <input type="checkbox"/> PE <input type="checkbox"/> Health <input type="checkbox"/> Other (Please specify) _____	
3. What type of students will attend the LST classes? _____	
4. What are the reasons for implementation? <input type="checkbox"/> Prevention Education Requirement <input type="checkbox"/> Survey Statistics <input type="checkbox"/> Particular Incident <input type="checkbox"/> Other (Please specify) _____	
5. What is the funding source for LST Program / Training? <input type="checkbox"/> Federal grant <input type="checkbox"/> State grant <input type="checkbox"/> Local grant <input type="checkbox"/> Other (Please specify) _____ Please name: _____	

6. What type of Computer will you be using: PC MAC Browser: Explorer Fire fox Other _____

Note: Certificate of completion will be provided once a participant has attended all sessions and has completed all work. (Live Sessions 1 & 2, the Self-Paced Study session and assigned lesson).

I have read the following documents: **About Online Training Provider Training and Preparing for a LifeSkills Online Provider Training.** I fully understand the technical requirements and expectations in preparation for the Online Training Workshop. Please initial _____

Please fax registration form to @ 914-421-2007 or email to olt@nhpamail.com. Registration is not complete until payment is received. For further information please contact our training department at 914-421-2525.

About LifeSkills Online Training Workshops

LifeSkills Online Training Workshops prepare teachers, school counselors, prevention specialists, community youth educators, and other program providers to effectively implement state-of-the-art prevention education activities and teaching strategies found in the Botvin *LifeSkills Training* program with confidence and fidelity.

Is online training right for me?

1. Are you self-disciplined, do you work well independently, and can you set goals for completing tasks?
2. Are you confident using computers, printers, and software to perform simple tasks?
3. Do you have access to a land-line telephone, Internet, e-mail, and a computer?
4. Do you know how to download software from the Internet and install it on your computer?

If you answered "yes" to these questions, then you are a perfect candidate for online training!

What are the benefits of online training?

Flexibility Since many people live busy lives, this web-based application can be reached from home or any other Internet-accessible computer anytime. The flexibility of online training allows you to access the course wherever you want.



Convenience Training online means you can learn without leaving the workplace; you can fit training around your workload and repeat any material you need to for full understanding. This means you will learn more, have a more efficient training, and lose fewer hours of work while training.

Cost Online training is cost effective because it does away with any travel, lodging, and incidental expenses usually incurred when taking traditional workshops. Contact our National Training Department to secure your spot or to learn more information on cost and materials.

What will I learn?

The LifeSkills Online Training consists of a combination of trainer-led and self-paced sessions, LifeSkills Online Trainings Workshops prepare you to effectively implement state-of-the-art prevention education activities and teaching strategies found in the Botvin *LifeSkills Training* (LST) program. Workshops enhance your confidence and skill capacity, resulting in optimal implementation of the program with fidelity. During the workshop you will:

- Enhance your skill capacity to teach the LST curriculum with program fidelity
- Practice teaching strategies using lessons from the curriculum
- Learn instructional and classroom management strategies for successful program implementation
- Review the theory and research behind the LST Program

Online training consists of three sessions. The first session is a trainer-led live workshop. The self-paced session can be completed on your own time prior to the third and final trainer-led live session, which is scheduled a few days later.

Session 1: Trainer-led live (90 minutes)

Session 2: Self-paced (120 minutes)

Session 3: Trainer-led live (90 minutes)

What is the cost?

The cost for a LifeSkills Online Provider Training is \$235 plus training materials. For more information on scheduling or signing up for an Online Provider Training, contact our National Training Department at **800-293-4969** or OLT@nhpamail.com.

Preparing for a LifeSkills Online Provider Training

I've never participated in an online training. What do I need to know?

From registration to training completion, we will be in constant contact with you to make sure your online training experience goes smoothly. Prior to the training you will receive an agenda along with policies and procedures. We will follow up to make sure you have all the materials you need to successfully complete the workshop. Contact our training department for more information at **800-293-4969** or OLT@nhpamail.com.

What will I need?

- Computer with Internet access
- Land-line telephone, preferably with a headset (no cell phones, please)
- Pen, paper, and a quiet space to work
- Training materials: Teacher's Manual, Student Guide, and training folder

What are the system requirements?

Windows 2000, XP, 2003 and Vista

- Internet Explorer 6/7/8
- Firefox 2/3.x
- JavaScript and cookies enabled
- Recommend ActiveX be enabled for Internet Explorer
- Intel or AMD processor (1GHz or faster)
- At least 512 MB RAM (at least 2 GB RAM for Vista)

How will I hear the trainer?

Each trainer-led live workshop is assigned a telephone number for the audio portion. It's as easy as a conference call! **Be sure to call from a land-line.** You may find it easier to wear a headset or to put the phone on speaker. Please note that for the self-paced sessions, audio will come through your speakers or headset; no dial-in is necessary.

How will I ask questions?

The environment has been designed to mirror the best features of classroom learning while adding features specific to the Internet. Just like in a classroom, you can get the instructor's attention by clicking on an icon that symbolized "raising your hand." The instructor sees the icon on screen next to your name and knows that you have a question. If you'd like to ask your question privately, you can contact the instructor using a private chat format (you will learn about this in the training introduction); others will not be able to hear or read your comments.

How can I have the most productive training?

- ❖ Reserve a quiet place to take your workshop—perhaps schedule a conference room with Internet access and telephone line, or close your office door.
- ❖ Let others know that you are taking a workshop and should not be disturbed; you may want to place a sign on the door that says "Do not disturb, in training."
- ❖ Stay engaged, ask questions, take notes, participate in lesson deconstructions and exercises, and complete all self-paced sessions on schedule.
- ❖ Concentrate on the instruction provided. Do not email, make calls, or read other material while in the training. You'll get more from the workshop if you stay focused on the session.

What is the cancellation policy?

If the cancellation is received in writing before the registration deadline, then we will refund 100% of tuition. After the registration deadline, we will reimburse the tuition less a \$50 cancellation fee. There are no refunds once the training has begun. Please note that all training materials are non-refundable.



711 Westchester Ave.
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The Leader in Quality Prevention Education Training