

FY27



SUP TRAINING CATALOG

PREVENTION FIRST 



PREVENTION FIRST[✧]

Substance Use Prevention Professional Development

PREVENTION FIRST  is a nonprofit organization dedicated to preventing teen drug use before it starts. Since 1980, Prevention First has provided training, technical assistance and resource materials to thousands of schools, community groups, parents and youth. We specialize in building the capacity of practitioners to address local substance misuse by assessing needs and selecting and implementing evidence-based programs, curricula and strategies. We also develop and implement media and communication campaigns designed to educate the public on substance-related issues.

MISSION

We equip communities with resources and support to build pathways that prevent substance misuse and promote safety and lasting well-being for all through training, education, and partnerships.

The Substance Use Prevention Training and Technical Assistance program is funded in whole or in part by the Illinois Department of Human Services through a grant from the Substance Abuse and Mental Health Services Administration.





OUR PROFESSIONAL DEVELOPMENT SERVICES include a vast array of training programs, learning opportunities, technical assistance and electronic resources aimed to increase the knowledge, skills and abilities of prevention professionals to effectively plan, implement and evaluate appropriate evidence-based strategies to address local substance-related problems. Our training and technical assistance services are designed to specifically meet the needs of IDHS DBHR Substance Use Prevention Program (SUPP) providers as well as Drug-Free Communities grantees in Illinois.

OUR PROFESSIONAL DEVELOPMENT RESOURCES include a wide variety of electronic resources that provide timely information about substance misuse prevention best practices and trends as well as SUPP-related program guidance.

RESOURCES INCLUDE, BUT ARE NOT LIMITED TO:

- ▶ **YOUTH PREVENTION EDUCATION EVIDENCE-BASED MODEL PROGRAM OVERVIEW** with links to all SUPP-approved Youth Prevention Education programs.
- ▶ **PROFESSIONAL DEVELOPMENT RESOURCE GUIDES** that provide general information and helpful resources, designed to provide timely guidance in lieu of available training.
- ▶ **FACT SHEETS** designed to inform the reader about a specific emerging drug trend or prevention concept, including strategies for infusing the information into prevention efforts.
- ▶ **TIP SHEETS** which provide tips and ideas to address specific problems or issues faced when implementing substance use prevention strategies.
- ▶ **YOUTH PREVENTION EDUCATION MODEL PROGRAM TIP SHEETS** offer guidance related to implementation, fidelity and adaptation of each SUPP-approved YPE program.
- ▶ Our **VIRTUAL CLEARINGHOUSE** provides links to relevant prevention-related resources that can be downloaded, and in some instances ordered in bulk for little/no cost.

OUR TRAINING includes interactive classroom, virtual classroom and online courses, live and recorded webinars, and networking events to build the capacity of prevention specialists. We conduct an annual assessment to determine whether any existing courses need to be modified or discontinued, and to identify new training needs. Our courses are developed by Instructional Design Specialists using evidence-based processes and innovative methods. [View the Substance Use Prevention Training page for the FY27 training schedule and registration details.](#)

OUR TECHNICAL ASSISTANCE, commonly referred to as consulting or coaching, is a one-on-one service that provides timely, flexible and targeted support to an organization. The goal of technical assistance is to overcome prevention-related challenges; apply training concepts and best practices to local conditions; and enhance the professional development of prevention staff. If you would like to discuss a technical assistance request, please contact us at providerservices@prevention.org or [click here](#) to submit an online request.

OUR PROFESSIONAL DEVELOPMENT TEAM is well-versed in prevention best practice and is passionate about building the capacity of practitioners to foster healthy youth, families and communities in Illinois.

OUR TRAINING AND TECHNICAL ASSISTANCE SPECIALISTS each have many years of experience in health promotion and prevention in Illinois. Meet our team:



Cher Hanson (SUP TTA Manager)

Cher joined Prevention First in 2018 and has over 25 years of experience and knowledge in the substance use prevention field. Throughout these years, she has had the opportunity to facilitate training and workshops on the local, state, and national levels. Cher's areas of expertise include environmental prevention strategies, youth engagement in substance use prevention efforts, coalition work; and planning and implementing communication campaigns. Cher has been successful at helping youth pass several local substance use policies including smoke-free communities, tobacco-free parks, social host, and Tobacco 21. Cher received her Master of Public Health degree from Northern Illinois University and is also certified in Mental Health First Aid.

Tyra L. Coleman

Tyra L. Coleman joined our team in 2022. Tyra is a Certified Prevention Specialist. Tyra's areas of expertise include planning and implementing youth prevention education. She has over five years of experience managing and supervising several prevention grants. Tyra is passionate about preparing prevention professionals to facilitate evidence-based curricula while maintaining high student engagement. Tyra earned her B.S. from Chicago State University in Early Childhood Education.



Tamitra Griffin

Tamitra Griffin joined our team in May 2022. Tamitra is a Certified Prevention Specialist. Her expertise includes managing youth development programs and planning and implementing youth prevention education and the strategic prevention framework. She utilized her love for Marketing and Advertising to implement school-based communication campaigns. She is passionate about assisting youth development professionals in providing impactful and resourceful programming. Tamitra earned a B.A. Marketing Communications and an M.A in Non-Profit Management.

Jessica Reed

Jessica joined our team in 2022. Jessica is a Certified Prevention Specialist. Jessica's areas of expertise include planning and implementing youth prevention education; leading a youth advisory committee; coordinating town hall meetings and Drug Take Back Days; and engaging stakeholders with data from the Illinois Youth Survey. She is passionate about empowering youth to become prevention leaders in their communities. She received the Distinguished Community Service Award from Elgin Police Department in 2020 and is certified in nonviolent crisis intervention. She is also a certified domestic violence professional in Illinois. Jessica received her Master of Public Health from Northern Illinois University.



Pamela Ziegler

Pam joined our team in 2017. Pam is a Certified Prevention Specialist. Her areas of expertise include coalition building; planning and implementing youth prevention education; coordinating town hall meetings and Drug Take Back Days; and school-based communication campaigns. She is passionate about assisting practitioners in planning & implementing their communication campaigns, where her marketing degree comes in handy! Pam earned her B.S. from Eastern Illinois University.

CORE TRAININGS

Our core trainings are offered on a regular basis. See our website for our full listing of courses, including live and recorded webinars.

▶ Action Planning for Successful Programs

Successful programs and strategies don't happen by chance; they happen by design. This course equips participants with the skills to turn big goals into step-by-step action plans using the "PLAN" Framework. Learners will practice building clear plans that outline tasks, roles, timelines, and resources. By the end, participants will be able to write, implement, and adapt action plans that strengthen their efforts with confidence and impact. Action plans are commonly developed for direct service programs, including prevention education, civic engagement, youth leadership programs, communication and media campaigns, organizational and community capacity building, and event planning. This training includes practical tools and strategies, including a high-level overview of the action planning process, templates, checklists, and on-the-job tools to support effective planning, and a scenario-based simulation to practice developing a plan.

▶ Adapting YPE Programs for Fit and Relevance

This training is designed to enhance Substance Use Prevention Program (SUPP) grantees' ability and confidence in evaluating the fit of their Youth Prevention Education (YPE) curriculum with their specific audience. Participants will learn a structured process for assessing their curricula's relevance to their audience, identifying adaptations that don't compromise program fidelity, and making meaningful adaptations that enhance engagement and effectiveness. By the end of this training, participants will be equipped with practical strategies to tailor their YPE curriculum for their audience, ensuring a greater impact and more positive outcomes in substance use prevention efforts.

▶ Adverse Childhood Experiences and Strategies for Trauma-Informed Care

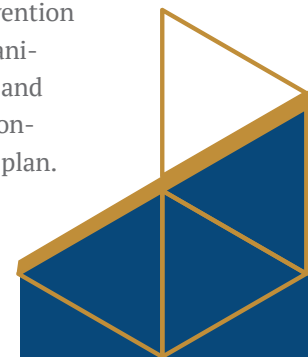
Adverse childhood experiences (ACEs) can impact a child's immediate and lifelong health as well as the well-being of their families, communities, and even society. Thankfully, ACEs are preventable, and, with the right support, children can develop the resilience necessary to heal from the ACEs they've endured. This online training will not only help you understand, recognize, and prevent ACEs, but will also provide useful information on how to deal with the indirect impact ACEs can have on caregivers. Get the insights you need to create positive childhood experiences for kids today that will lead to bright futures for adults tomorrow.

▶ Analyzing and Sharing Illinois Youth Survey (IYS) Data

Analyzing and Sharing Illinois Youth Survey (IYS) Data is a series of two courses, offered only in non-IYS administration years, to introduce Substance Use Prevention Program (SUPP) providers to the contents of IYS reports, a process for analyzing IYS data, and methods for sharing IYS data with stakeholders. The two courses in the series include:

- **Introduction to Illinois Youth Survey (IYS) Data**

This online self-study course will help you become familiar with the contents and organization of Illinois Youth Survey (IYS) school reports, evaluate the strengths and limitations of IYS data, and understand a process for analyzing IYS data.



FY27 TRAINING CALENDAR

please click on training events to see further details

JULY

15-17	IISUP III	Virtual Classroom
21	Establishing and Leading a Youth Advisory Committee	Springfield

AUGUST

4-6	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom
18-19	Effective Group Facilitation	Bloomington
26	TGFD/Maximizing Life 4th – 12th	Chicago

SEPTEMBER

2-3	Developing Materials for Locally Designed Campaigns	Virtual Classroom
9	Certification Chat	Virtual Classroom
15-17	Foundations of Youth Prevention Education	Virtual Classroom

OCTOBER

6-7	IISUP III	Virtual Classroom
8	TGFD/Maximizing Life 4th-12th	Springfield
14-15	Analyzing IYS Data	Virtual Classroom
20-22	Preparing for Successful Focus Groups	Virtual Classroom
29-30	Connections in Prevention Conference	Springfield

NOVEMBER

9-10	Analyzing IYS Data	Virtual Classroom
17-19	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom

DECEMBER

1-3	Foundations of Youth Prevention Education	Virtual Classroom
9-10	Analyzing IYS Data	Virtual Classroom
16	Establishing and Leading a Youth Advisory Committee	Chicago

JANUARY

12-13	IISUP III	Virtual Classroom
27-28	Analyzing IYS Data	Virtual Classroom

FEBRUARY

9-11	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom
17	Coalitions 1: Collaborative Purpose and Participation	Virtual Classroom
22	Certification Chat	Virtual Classroom
24	Coalitions 2: Structuring for Success	Virtual Classroom

MARCH

3	Coalitions 3: Productive Group Processes and Facilitation	Virtual Classroom
9-11	Foundations of Youth Prevention Education	Virtual Classroom
17	Foundations of Prevention Ethics	Springfield
23-24	Developing Materials for Locally Designed Campaigns	Virtual Classroom

APRIL

7-8	IISUP III	Virtual Classroom
13-14	Analyzing IYS Data	Virtual Classroom
20-21	Effective Group Facilitation	Springfield
20-21	Effective Group Facilitation	Chicago

MAY

4-6	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom
25-27	Preparing for Successful Focus Groups	Virtual Classroom

JUNE

TBD	In-Person SUPS/CSUPS Networking Events	TBD
1-3	Foundations of Youth Prevention Education	Virtual Classroom
15, 17, 22, 24	SPF Application for Prevention Success Training (SAPST)	Virtual Classroom
11	Establishing and Leading a Youth Advisory Committee	Chicago

- **Analyzing and Sharing Illinois Youth Survey (IYS) Data**
(Offered during IYS Non-Administrative Years)

During this virtual classroom training, participants will organize, examine, and summarize local IYS data to identify concerns, priorities and outcomes. Participants will identify methods for displaying and packaging data and strategies for sharing and analyzing data with schools and stakeholders. Additionally, participants will identify ways to incorporate data into local prevention strategies.

▷ **AOD Effects and Trends**

This online training provides general information about substance use disorder and the impact of substance use on the brain and adolescent development and introduces drug classifications and types. Participants will further explore the effects and trends of the most widely used substances by teens - alcohol, tobacco, marijuana, and prescription drugs. Participants will learn about the effects of each drug on the brain and body, signs and symptoms of use, and state and national rates and trends of use. Participants will obtain additional resources to learn more about ATOD effects and trends.

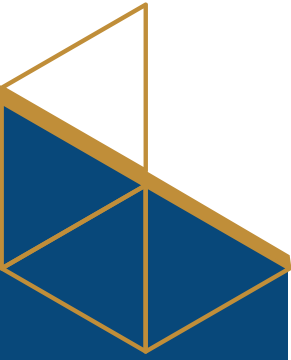
▷ **Collaborating with Key Stakeholders in Substance Use Prevention**

This online course will increase participants' knowledge and skills related to building relationships and collaborating with key community stakeholders. Participants will learn strategies for identifying and engaging key stakeholders, building relationships and getting stakeholders on board, and convening local coalitions.

▷ **Convening Prevention Coalitions, Advisory Groups and Other Collaborations**

The Convening Coalitions and Community Collaborations virtual classroom training series introduces participants to foundational strategies for convening and facilitating collaborative prevention groups, including community coalitions and advisory boards/groups (primarily comprised of adults or adults and youth, but not youth-only groups). The three courses in the series include:

- **Convening Coalitions and Community Collaborations 1: Collaborative Purpose and Participation**
- **Convening Coalitions and Community Collaborations 2: Structuring for Success**
- **Convening Coalitions and Community Collaborations 3: Productive Group Processes and Facilitation**



▷ Conducting Focus Groups

Conducting Focus Groups is a series of two courses to introduce Substance Use Prevention Program (SUPP) providers to the steps necessary to conduct a successful focus group. The two courses in the series include:

- **Introduction to Focus Groups**

This online self-study course identifies the characteristics of focus groups and when to use them, illustrates how to create a focused purpose statement, and guides participants through the steps of planning a focus group study.

- **Preparing for Successful Focus Groups:**

During this interactive virtual classroom course, participants will learn how to screen and recruit participants, develop effective questions to gain useful insights, moderate focus groups successfully and confidently, and analyze the results of the focus groups to bolster programming. *Introduction to Focus Groups must be completed prior to registering for this course.*

▷ Creating Community Change with Environmental Strategies

This online training provides an overview of environmental strategies and immerses participants in a scenario where they learn about the process of selecting environmental strategies that fit the community environment. Participants will learn what environmental strategies are and their benefits, which stakeholders to engage in the selection and implementation of environmental strategies, a process for identifying environmental strategies that match identified contributing factors and key components of building capacity for environmental strategies.

▷ The Dynamic Adolescent Brain

This online training will increase participants' knowledge of how the teen brain develops, including key changes throughout various stages. Participants will learn how brain development shapes learning, emotions, decision-making, and risk-taking. The training also explores how substance use, screen time, and stress affect the developing brain. Participants will also learn strategies to communicate with teens, build authentic relationships, and help teens manage stress and build resilience.

▷ Effective Group Facilitation

The ability to lead groups is essential to a wide variety of positions within the prevention field. This two-day training builds basic facilitation skills of individuals working with youth and/or adult groups. By the end of the training, participants will understand the stages of group development and the major issues associated with them, as well as how to identify and use interventions that will influence group behavior. This is an interactive training that will incorporate theory into discussions, group interaction, role playing and practice, and applied learning.

▷ Establishing and Leading a Youth Advisory Committee

In this one-day training, participants will learn how to establish and lead a youth advisory committee to support local substance use prevention efforts. Participants will learn best practices for engaging youth in advisory roles; how to establish an advisory committee structure; and strategies for recruitment and retention of youth advisors. Participants will also learn appropriate roles for youth committee members in substance use prevention activities.

▶ **Facilitating Prevention Education Curricula**

This online training will assist prevention education facilitators in strengthening their facilitation and classroom management skills. The training is designed for facilitators who implement prevention programs in schools, but who are not school staff. Participants will learn to identify and address facilitation-related challenges via three key strategies: building strong partnerships with classroom teachers, making minor curriculum adjustments to increase engagement and relevance to the audience, and applying effective facilitation techniques. Participants will have the opportunity to hear real-life examples and experiences from classroom facilitators during the training.

▶ **Foundations of Youth Prevention Education**

Foundations of Youth Prevention Education prepares direct service providers to implement evidence-based Youth Prevention Education (YPE) programs. Participants will obtain a basic understanding of the components and best practices related to implementing any YPE model program. This training will increase participants' knowledge and skills related to planning, managing, facilitating and evaluating a Youth Prevention Education program. Foundations of YPE is offered in both the virtual classroom and classroom setting.

▶ **Foundations of Prevention Ethics**

During this course participants will explore the six principles of the Prevention Code of Ethics. Participants will then learn and use an ethical decision-making process to apply the Prevention Code of Ethics to a variety of realistic ethical examples that substance use prevention professionals may encounter.

This course was developed by the SAMHSA Center for Application of Prevention Technologies (CAPT) and will be facilitated by Prevention First's Substance Use Prevention Training and Technical Assistance Specialists. A certificate for six (6) training hours is provided upon completion. This ethics training has been endorsed by the International Certification & Reciprocity Consortium (IC&RC) and meets the IC&RC's prevention ethics education requirement for prevention specialist credentialing.

▶ **Identifying and Interpreting Alcohol, Cannabis, and Opioid Research**

A Google search for "Cannabis" reveals over 500 million results in about half a second. The exact search in Google Scholar results in 934 thousand of scientific articles. And this is just online information. It's essential to remember that not all research related to alcohol, cannabis, and other drugs is reliable or relevant. Critically evaluating sources of information to ensure that reliable data is used in program planning and decision-making is essential. Fortunately, this doesn't have to be as tricky as it sounds. Identifying and Interpreting Alcohol, Cannabis, and Opioid Research is an online course designed for coalition members, municipal leaders, prevention professionals, and others working to prevent substance misuse in their communities. Upon completion of the course, participants can identify reputable, relevant research articles related to alcohol, cannabis, and opioids and apply a process to review, interpret, and correctly reference research to support prevention goals.

▶ **Illinois Introduction to Substance Use Prevention (IISUP) (New SUPP Worker Training)**

Illinois Introduction to Substance Use Prevention is a series of three courses to introduce Substance Use Prevention Program (SUPP) providers to the field of prevention (IISUP I), the state substance use prevention system (IISUP II), and prevention best practice (IISUP III). The three courses include:

- **Illinois Introduction to Substance Use Prevention (IISUP) I: Welcome to Prevention**

IISUP I: Welcome to Prevention is a self-paced, online course which introduces participants to the prevention field. It provides an overview of the need for prevention services, prevention history, the evolution of prevention science and evidence-based prevention.

- **Illinois Introduction to Substance Use Prevention (IISUP) II: SUP System Orientation**

IISUP II: SUP System Orientation is a self-paced, online course that introduces Illinois Department of Human Services (IDHS) Substance Use Prevention Program (SUPP) providers to the Illinois substance use prevention system (SUP). The course includes an overview of IDHS and SUPP; roles and responsibilities of SUPP providers; and grant, reporting and training requirements.

- **Illinois Introduction to Substance Use Prevention (IISUP) III: A Framework for Prevention**

This one-day virtual classroom training introduces Illinois Department of Human Services (IDHS) Substance Use Prevention Program (SUPP) providers to the prevention specialist's role in service delivery. Participants will be introduced to strategies for program planning, capacity-building, implementation and evaluation. Participants will also learn about their role in prevention, including an exploration of ethical issues related to their personal and professional conduct.

▷ **Introduction to Engaging Youth in Prevention**

This online training will provide an overview of youth engagement and best practices for working with youth committees/councils. Participants will learn about the benefits of engaging youth, levels of youth participation, strategies for addressing barriers to youth engagement and best practices for youth/adult partnerships.

▷ **Planning and Implementing Communication Campaigns**

Planning and Implementing Communication Campaigns is a series of three courses to introduce Substance Use Prevention Program (SUPP) providers to the basic skills, information, and concepts needed to plan and implement effective communication campaigns. The three courses include:

- **Introduction to Communication Campaigns**

This online self-study course introduces participants to the term 'communication campaign,' the goals and objectives of communication campaigns within the SUPP system, and the SUPP standards.

- **Ten Steps for Planning and Implementing Communication Campaigns:**

During this interactive virtual classroom course, participants will learn about the steps and best practices involved in campaign planning and implementation. *Introduction to Communication Campaigns must be completed prior to registering for this course.*

- **Developing Materials for Locally-Designed Campaigns**

During this interactive virtual classroom course participants will learn about the steps and best practices involved in planning and implementing a locally designed communication campaign. Participants will become familiar with print ad principles and obtain tips, tools, and resources for designing and pilot testing materials. *Ten Steps for Planning and Implementing Communication Campaigns must be completed prior to registering for this course.*



▷ Planning for National Prevention Week

During this online course, participants will obtain information, tips and tools for planning for implementing activities for National Prevention Week. National Prevention Week is an annual health observance dedicated to increasing public awareness of, and action around mental and/or substance use disorders.

▷ Preventing Prescription and Opioid Drug Misuse

Preventing Prescription and Opioid Drug Misuse is an online course designed for substance use prevention professionals who would like a better understanding of prescription drug and opioid misuse. During the course, participants will learn about the most commonly abused prescription drugs, including opioids, use rates and trends among U.S. and Illinois teens, factors that contribute to prescription drug and opioid misuse and effective prevention strategies and applicable resources.

▷ Prevention Hub Orientation

The Prevention Hub is an online data collection system for IDHS Substance Use Prevention Program (SUPP) grantees. During this orientation, participants become familiar with Prevention Hub reporting screens and requirements, including weekly and cycle reporting, workplan projections, required documents, and event reporting. The Prevention Hub Orientation is optional, although SUPP grantees are strongly encouraged to complete it if they will be responsible for entering Hub data. Learners may access the modules at any time and in any order and can complete them at their own pace.

▷ Promote Your Prevention Efforts and Build Support

This online course will provide you with tips for promoting your prevention efforts to increase awareness and support for prevention and the prevention services you provide your community.

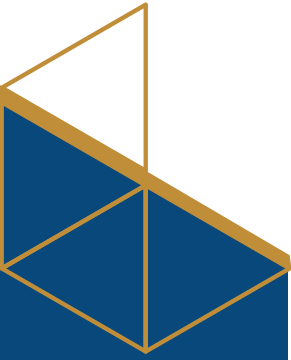
▷ Promoting the Illinois Youth Survey

This online training will build participants' knowledge and skills to promote the administration of the Illinois Youth Survey (IYS) to schools in their service area. Participants will learn strategies to promote the IYS to schools and obtain schools' commitment to administer the survey, as well as strategies for building relationships and overcoming barriers to participation. SUPP Providers will also become familiar with a recruitment plan template.

▷ SPF Application for Prevention Success Training (SAPST)

This four-day virtual classroom training that will equip professionals with the knowledge and skills to implement effective, data-driven substance misuse prevention. Grounded in current research and SAMHSA's Strategic Prevention Framework (SPF), this training connects prevention theory to everyday practice.

Through live Zoom sessions and homework activities, participants will build a strong foundation in behavioral health, the Continuum of Care, and the public health approach to prevention. Participants will also learn to develop a comprehensive approach to prevention and collaborate effectively across sectors to address shared risk factors and improve community health and well-being. This training is perfect for entry-level prevention specialists, individuals seeking certification, public health professionals, and health educators.



▷ Substance Use Prevention Supervisor Training Series

The SUP Supervisor Training is a series of three online courses designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. By taking the courses in this series, participants will identify critical skills of prevention specialists to consider in hiring decisions and apply a hiring process, identify strategies for providing effective supervision to staff, and identify strategies for providing initial and ongoing program support to prevention staff. The three courses in the series include:

- **Making the Right Hiring Decision**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify critical skills to consider when hiring prevention specialists and apply a hiring process, including creating a job description, recruiting applicants, interviewing candidates, and making a candidate selection.

- **Developing Effective Supervisory Skills**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify qualities of effective supervisors and strategies for providing effective supervision to staff, including developing a flexible management style, building relationships, challenging staff to grow, providing ongoing engagement, and conducting formal performance evaluations. Supervisors will also learn strategies for balancing their workload.

- **Providing Program Support to Your Prevention Staff**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify strategies for supporting prevention staff, including communicating expectations, supporting professional development, supporting program planning and implementation, and identifying available resources.

▷ TGFD/Maximizing Life Facilitator Training

TGFD/Maximizing Life is a school-based prevention program designed to reduce the risk factors and enhance the protective factors related to alcohol, tobacco, and other drug use among students. Participants will gain hands-on experience with the core curriculum while acquiring essential prevention education teaching strategies. The training will familiarize participants with the research, theory, and concepts behind the program and provide an opportunity for facilitation practice. This training is designed to prepare facilitators to implement the TGFD/Maximizing Life program successfully and with fidelity within a classroom setting. Training is brokered annually with the Mendez Foundation, free of charge to SUPP grantees for the SUPP-approved 4-12th-grade implementation.

TRAINING POLICIES

Prevention First reserves the right to change the training personnel, date, or location scheduled for any training session.

Before registering for a course, review all of our training policies located on our training page at www.prevention.org.

REGISTRATION

Participants must register for and receive an email confirmation before attending any classroom-based training, virtual classroom training, or webinar via their user account at www.prevention.org. Registration will close two days before the scheduled training event for webinars and classroom training programs, and ten days before the online training event to prepare and ship participant materials.

If enrollment reaches capacity, Prevention First will place new registrants on a waitlist and notify them if an opening is available.

Please follow these steps to cancel the registration for a training participant who will not be able to attend:

1. Go to www.prevention.org and log in to your account.
2. Select the "My Training" tab.
3. Select the "Current" button and scroll down to see the upcoming trainings you are registered for. Below each training title, you will find training dates and a "Cancel My Registration" button. Click the button and provide the reason for cancellation. Then, click the "Complete Cancellation" button.
4. When you click the "Complete Cancellation" button, a box will pop up that says, "Your cancellation request has been sent." Prevention First will then send you a confirmation email.

ATTENDANCE

To create an environment conducive to learning and to minimize distractions, all training events will start promptly at the time stated in the event confirmation. **Participants must attend at least 90% of the total instructional time and complete all required course activities to be eligible for a certificate of completion or CEUs.** For example, participants may not miss more than 6 minutes of a 60-minute training, 18 minutes of a three-hour training, or 72 minutes of a 12-hour training.

If the participant cannot complete the course in its entirety or participate to the extent required, Prevention First reserves the right to remove a participant from the course.

Device and participation expectations

- ▶ Participants must join using their own device (screen-sharing is prohibited).
- ▶ Cameras and/or microphones may be required to verify active participation during virtual events.
- ▶ Participants are expected to engage fully (e.g., responding to polls, breakout rooms, discussions, etc.).
- ▶ Completing course assignments, post-test, and/or course evaluation is required for credit, if applicable.
- ▶ Participants must inform the facilitator if they rejoin after disconnecting or leaving.

Exceptions & Appeals

If there were documented emergencies or technical disruptions, participants may appeal attendance-based ineligibility within 3 business days in writing or via email.

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