USER GUIDE

NYS Early Intervention Program Online Professional Development Center Learning Portal

www.nyseipopdc.org

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NEW YORK STATE OF OPPORTUNITY. | **Department of Health**

ABOUT THE NYS EIP ONLINE PD CENTER

The New York State Early Intervention Program Online Professional Development Center ("NYS EIP Online PD Center") is sponsored by Measurement Incorporated with funding from the NYS Department of Health Bureau of Early Intervention. Our mission is to improve outcomes for infants and toddlers with disabilities and their families in New York State's Early Intervention program through access to qualified personnel. Our goal is to provide you with high quality online training on approved early intervention topics relevant to your work with infants and toddlers with disabilities and their families.

The NYS EIP Online PD Center website is located at: **www.nyseipopdc.org**.

ONLINE TRAINING OPTIONS

The NYS EIP Online PD Center **offers "self-paced" online courses at no cost to learners**. Self-paced courses allow learners to proceed through a series of sequential modules that consist of video instruction, resource documents, learning activities, and checks for understanding (tests). Upon successful completion of all sections in a course, learners are immediately awarded a Certificate of Completion within the platform.

The NYS EIP Online PD Center uses TalentLMS to provide its online courses. Once a learner creates an account for the online learning platform, they have access to all available NYSEIPOPDC courses.

WHO CAN TAKE THE COURSES?

- Approved Early Intervention Program (EIP) service coordinators
- Qualified personnel as specified in Early Intervention Program (EIP) regulations (see Section 69-4.1)—approved evaluators and/or service providers in the EIP
- Municipal representatives responsible for local implementation and oversight of the EIP
- Parents of children participating in the EIP
- Professionals who are mandated referral sources as specified in EIP regulations (see Section 69-4.3)
- Undergraduate and graduate students in the fields of early childhood education, special education, or other related areas of study
- Daycare providers for children birth to 3 years old
- Other interested individuals, as space permits

CERTIFICATE OF COMPLETION

- In order to obtain a Certificate of Completion you must **successfully complete the entire course.**

- Certificates of Completion will be **automatically awarded within the online learning platform** upon completion of a course, and available to download.
- You must keep a copy of the Certificate of Completion in your files and, if you are an employee/contractor to an agency, you must also provide a copy of the certificate to your employer.
- Participants who have successfully completed a course may log back into a course to review the material/resources; however, NYSEIPOPDC **will not** issue a second course completion certificate if the participant chooses to take the course over for a second time in its entirety. Additionally, the course will only be counted once towards the required professional development hours, as outlined in the New York State Department of Health Bureau of Early Intervention Provider Agreement.

HOW TO TAKE OUR SELF-PACED COURSES: A Step-by-Step Guide

CREATING AN ACCOUNT OR LOGGING INTO THE ONLINE LEARNING PLATFORM

Go to https://nyseipopdc-measinc.talentlms.com, where you can either **Sign Up** (create an account) if you haven't already done so or **Log In** (if you have already signed up/created an account for the portal).

To Sign Up/create an account, click on the "SIGNUP" button on the upper right corner of the portal home page.
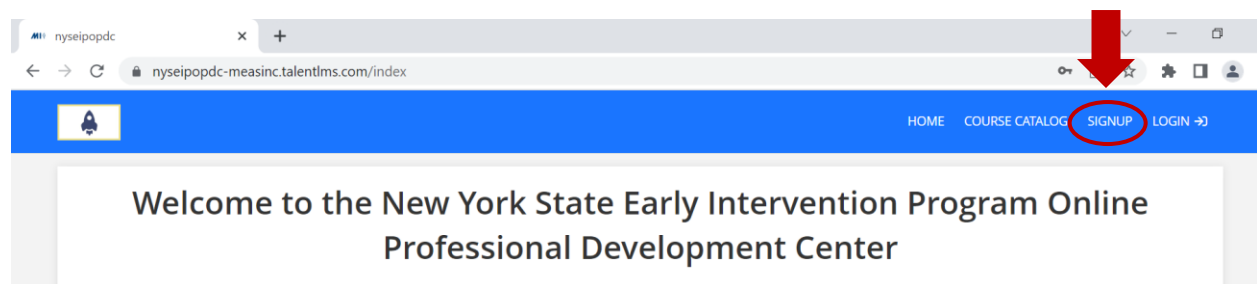
A screen will pop up. Fill in the required information (see below) then click "Create Account." Be sure to remember this information, as you will need to enter it in order to log into the platform in the future.
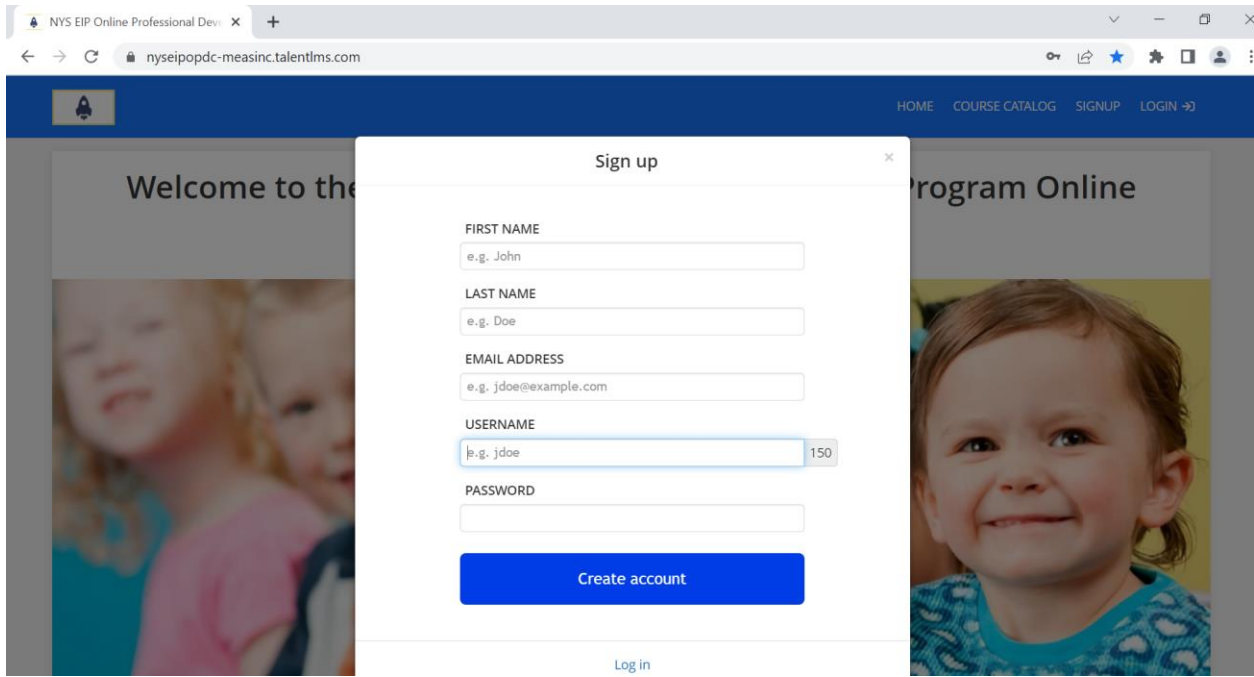
Once logged in, to begin enrolling in courses, click on the Course Catalog:
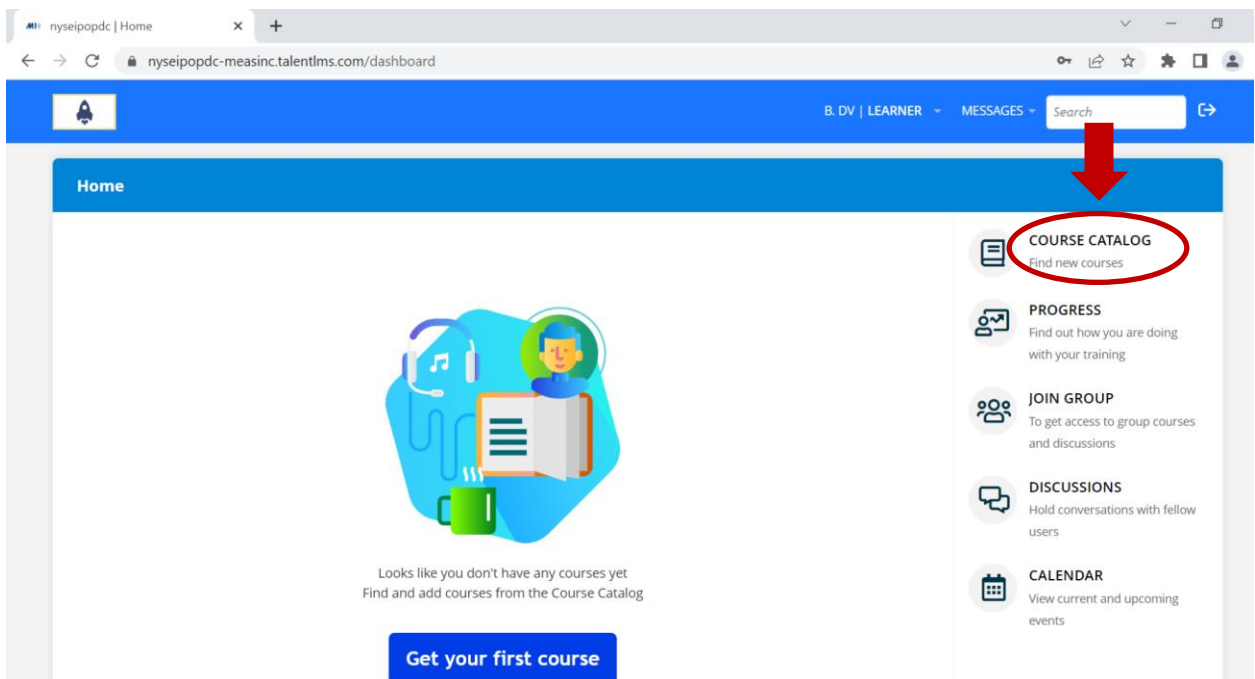
You will then see a listing of available courses. Click on the "Get this course" button next to the course you wish to enroll in (see below).

Then click on the course title as shown below.

Click on the "Start or Resume Course" button as shown below.

NAVIGATING THROUGH A COURSE

Once you've enrolled in a course, you need to complete all elements within each section before you can move forward. These elements may include video instruction (you must watch the entire video), an activity, resource document (you must click on the "**Complete and continue**" button to complete this activity), or a check for understanding (you must answer all questions correctly). If you try to skip ahead to a future activity without completing the previous activity, you will see the message "Unable to Proceed. Please complete this unit to move forward."

Once you have completed a section, you may move on to the next section in the course by clicking on this button located at the bottom of the page.
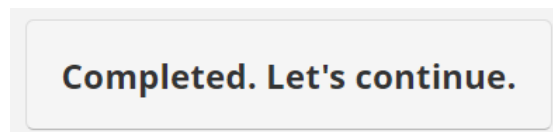
At any time, you can go back to the main page for the course to see your progress. Completed sections will be indicated with a green check mark.

DOWNLOADING OR PRINTING A RESOURCE OR ACTIVITY-RELATED DOCUMENT

Click on "FILES" in the upper right corner of the screen, then click on the document you wish to download or print, then select download or print as appropriate.
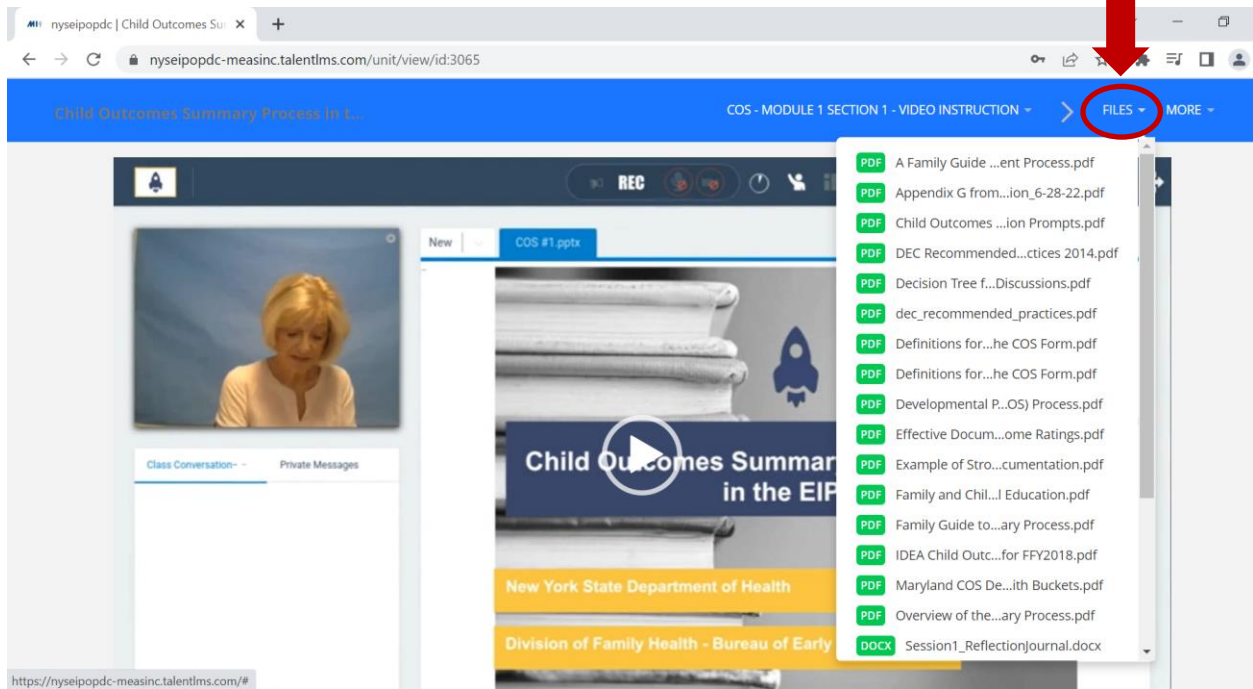
LOGGING OUT OF A COURSE

At any time, you can exit out of a course and your progress will automatically be saved. **To log out**, click on "MORE" at the top right of the screen, then click on "Log out."

To log back into the course at a later time, go to https://nyseipopdc-measinc.talentlms.com and click on "LOGIN" in the upper right corner of the page. Then enter the email address and password associated with your account. Once you are logged in, click on the course you wish to continue, and you may start working where you left off previously.

COMPLETING A CHECK FOR UNDERSTANDING

Each module will have several "Check for Understanding" sections—short tests comprised of multiple choice and true/false questions. **You must receive a score of 100% on each test in order to proceed to the next section.**

After submitting your test, a screen will pop up to indicate your score. If you answered all questions correctly, you will see a message like the one below.
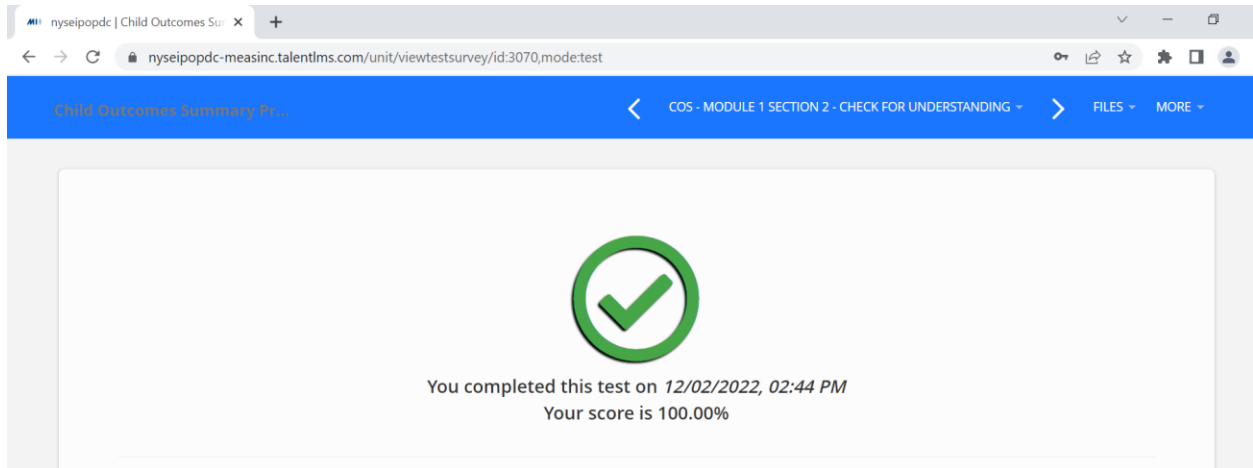
To continue to the next section of the course, click on the button below that will be located near the bottom of the screen.


If you received less than the passing score of 100%, you will have to re-attempt and pass the test before you can proceed to the next section. To reattempt a test, click on this button near the bottom of the page:
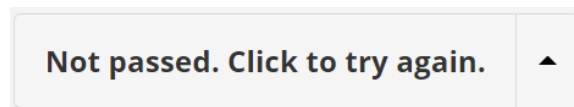
DOWNLOADING YOUR CERTIFICATE OF COMPLETION

Once you have successfully completed all sections (units) in a course, a pop-up message will appear indicating you have completed the course.

Click on the "Download Certificate" button to view and download the certificate. You can view all certificates for courses you have completed by clicking on your username in the menu bar at the top of the screen, and then selecting *My certificates* in the drop-down menu as shown below.
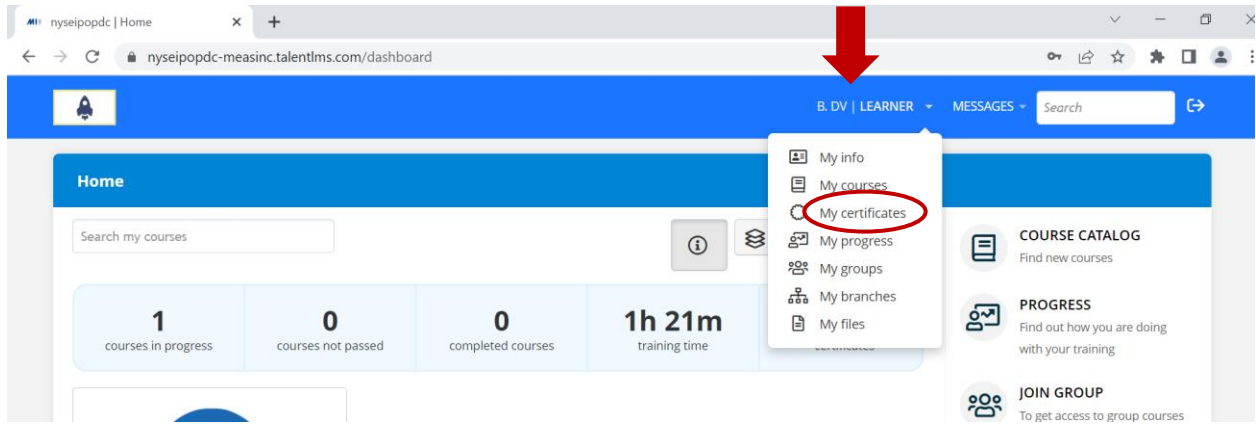
RESETTING YOUR PASSWORD

If you forget your password to log into the NYS EIP Online PD Center online learning portal, or want to reset your password for any reason, follow these steps:

- Go to https://nyseipopdc-measinc.talentlms.com

- Click on the "LOGIN" button in the top right corner of the screen

- At the bottom of the Log In box, click on **Forgot your password?**

- You will then be prompted to enter the email address you used when you originally signed up and will receive an email with instructions to reset your password.

REQUESTING TECHNICAL SUPPORT

If you have any problems accessing or using the online learning platform, you may send an email to the **NYS EIP Online PD Center at** nyseipopdc@measinc.com for the fastest response. If you prefer, you may call the NYS EIP Online PD Center at (800) 330-1420 ext. 213.