

# Alberta PCAP Refresher Training: Overview

This document describes the course description, requirements and intended uses, and prices for the online refresher training.

## Individual Refresher Training

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### Overview

The individual refresher training is a series of self-directed modules that reviews the information in the PCAP 3-Day Core Training. This training should take the participants approximately 10 hours to complete in its entirety. There are ten modules that cover PCAP foundational theory, mentor tasks and best practices, paper work, safety, and Penelope. Throughout the modules there are quizzes to test the participants knowledge, as well as written responses that act as an area of discussion and self-reflection.

A completion certificate will be sent to the participant upon the completion of all the modules, quizzes, and written responses.

The purchase of an individual refresher training includes a tailored, in person training session with one of our trained PCAP Core trainers at your agency. Prior to the training, a survey will be sent to the agency to inform which areas of training the trainer will cover.

### Course Requirements

The completion of the in person 3-Day Core Training is a pre-requisite to taking the online refresher training. It is suggested by the Alberta PCAP Council that the refresher training be taken 12-18 months after the initial 3-Day Core Training.

### Pricing

Please note that the course training is listed in US dollars. Converted, the course is priced at \$125.00 for non-members and \$150.00 for out of province users. PCAP members receive a 20% discount, the discount code is available on the members' website. Visit [www.members.alberta-pcap.ca](http://www.members.alberta-pcap.ca) to purchase or renew a PCAP membership, valid for one year after purchase.

### Feedback

As the PCAP Online Refresher Training is new, we appreciate your comments and feedback. A survey will be sent to participants upon completion of the course. Any other comments can be sent to [training@alberta-pcap.ca](mailto:training@alberta-pcap.ca).

# Alberta PCAP Refresher Training: Procedures

This document shows users how to get started with PCAP online training and how to take the PCAP refresher training.

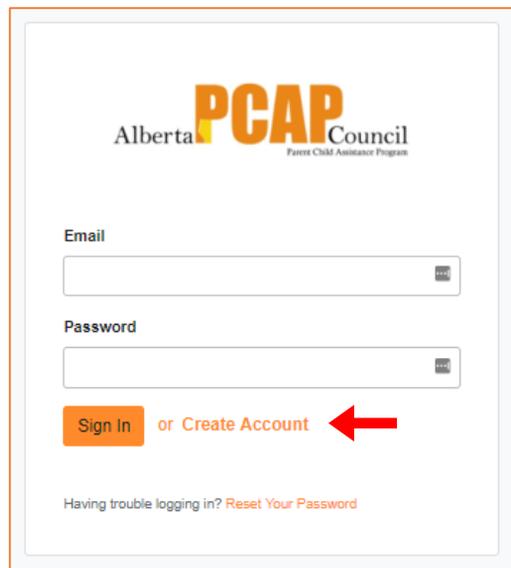
## 1. Registering and Logging in

[alberta-pcap-training.digitalchalk.com](http://alberta-pcap-training.digitalchalk.com)

This domain will bring you the landing page to register and login to access all PCAP online training. All participants will need to register their first time on the website to view the training catalog. Please use a PCAP work email address when registering if possible.

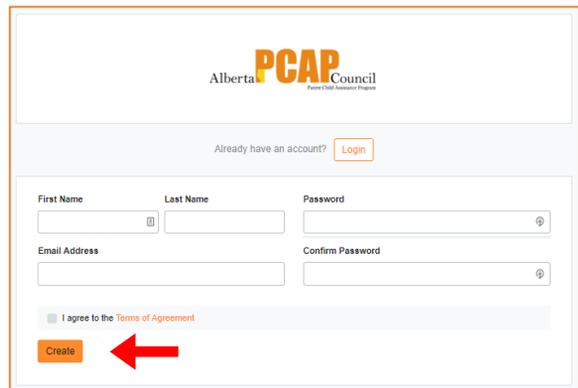
### Logging In

Enter your email address and account password and select 'Login.'



### Registering

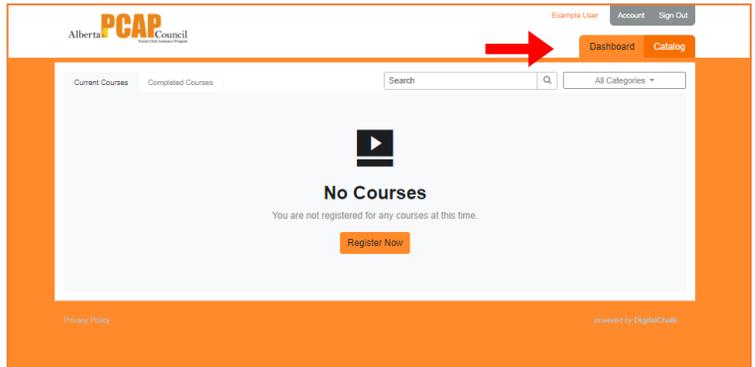
1. Select 'Create Account' if you are a first time user.
2. Fill out the necessary information, and click 'Create' to create your account. The name used when signing up will be the name that appears on your course completion certificate.



## 2. Selecting Courses

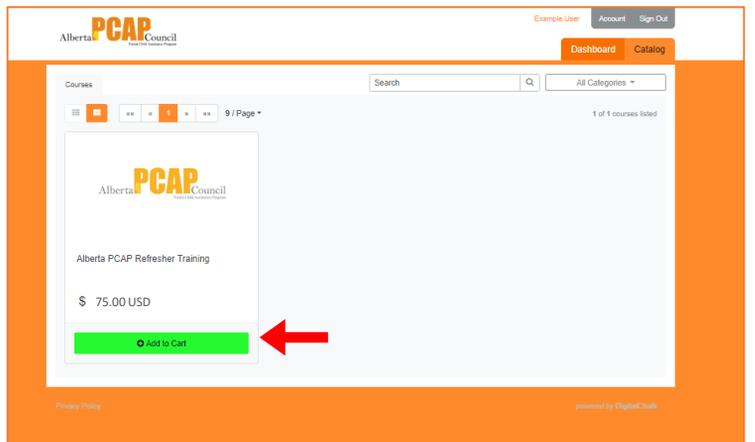
After initial set-up, you can access the site by signing in on the main page. Once logged in, you will be brought to the Dashboard page. Any courses you are currently registered in will appear here. In the top right corner are the options to view your account details or sign out.

1. Select 'Catalog' next to the Dashboard tab to view available courses.

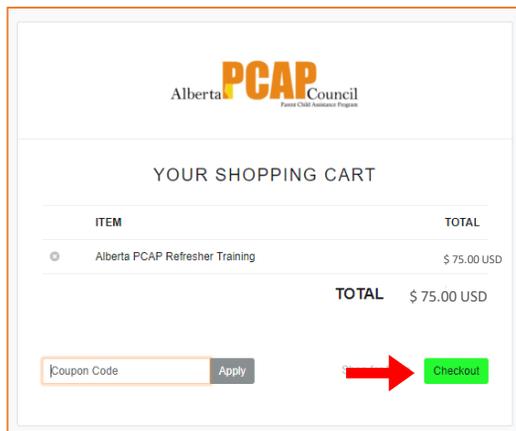


2. Select 'Add to Cart' below the course you want to take to add it to your shopping cart.

*\* Please note that the courses are listed in US dollars.*

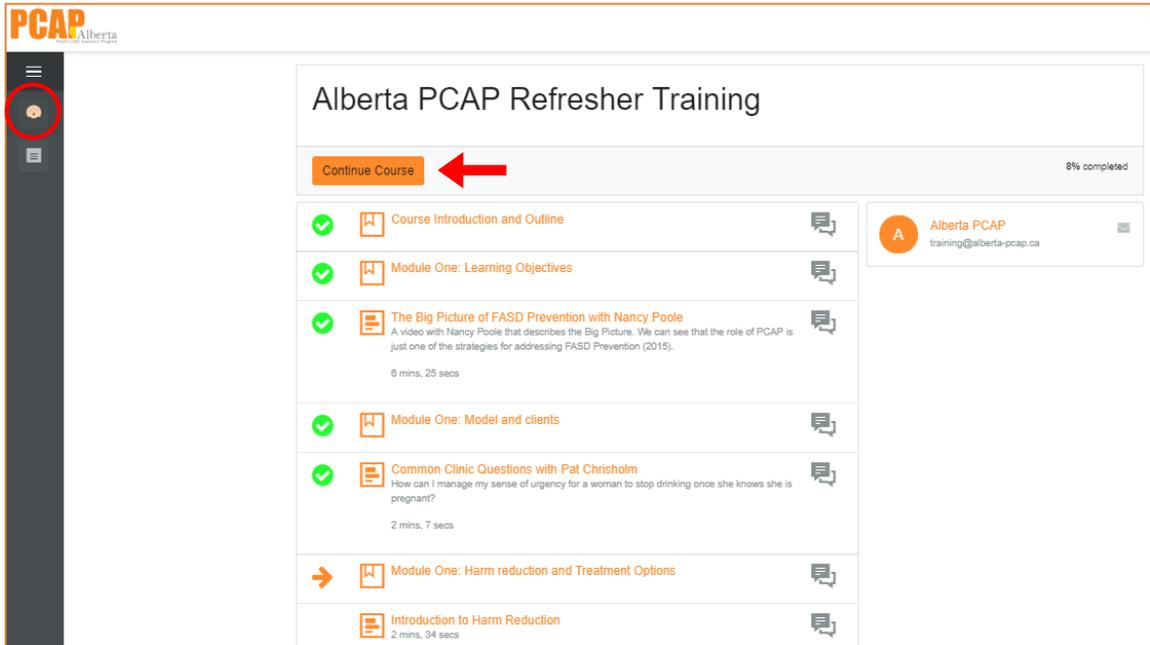


3. Review order details in the Shopping Cart and select 'Checkout' to complete the purchase via credit card.



### 3. Taking the Course

The course can be accessed from the Dashboard page. Courses will save progress as you complete sections and can be returned to at a later time. Once in the course, the modules will be displayed in the order you should take them. Select the Dashboard icon in the top left to return to the Dashboard.



1. Navigate the course by selecting 'Start Course' from the top, or by selecting the element from the list.
2. Complete the slides, quiz, video resource, and written answer portions for each module.

#### How to view quiz answers

The passing grade for a quiz is 100% and there are unlimited attempts. Select 'Review last attempt' to review answers. Select on the quiz itself to retake.

#### How to turn on video subtitles

Hover over the video and select the 'CC' option in the bottom right corner to turn on video subtitles.

#### How to access your Completion Certificate

The Completion Certificate will automatically download as a PDF once all elements are completed.

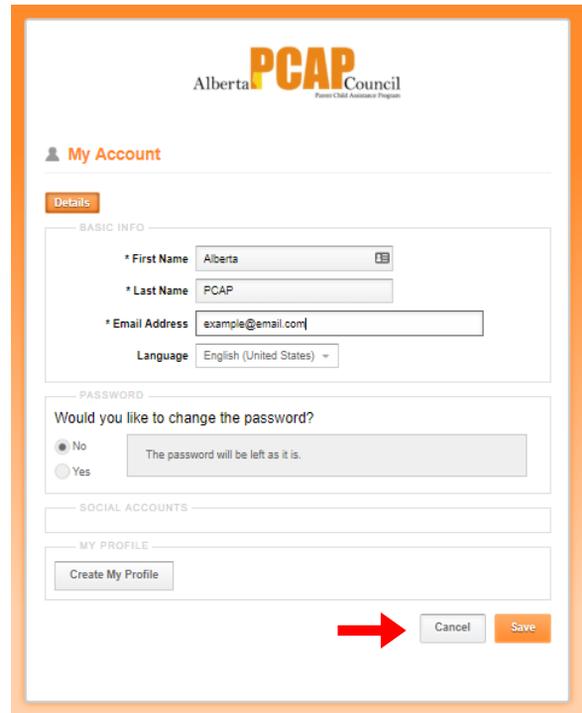
## 4. Editing Account Information

Account details can be accessed by selecting 'Account' from the top right banner.



This will bring you to your account information page, where you can review your name and email details, and change your password.

After making any changes, select 'Save' to update your changes.

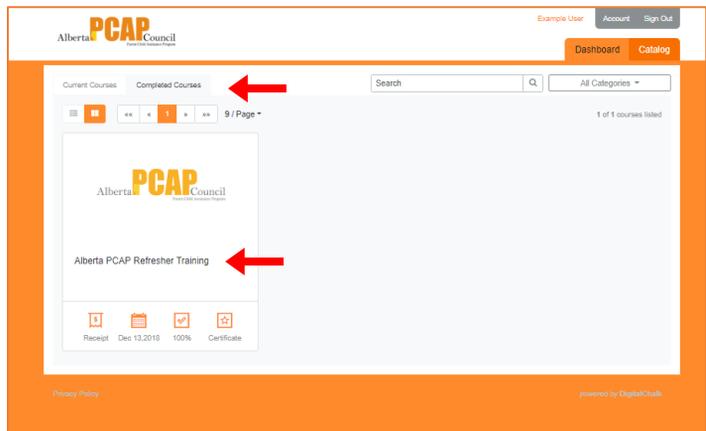
A screenshot of the 'My Account' page. The page title is 'My Account' with a user icon. Below the title is a 'Details' tab. The 'BASIC INFO' section contains fields for 'First Name' (Alberta), 'Last Name' (PCAP), 'Email Address' (example@email.com), and 'Language' (English (United States)). The 'PASSWORD' section asks 'Would you like to change the password?' with radio buttons for 'No' (selected) and 'Yes'. Below this is a 'SOCIAL ACCOUNTS' section and a 'MY PROFILE' section with a 'Create My Profile' button. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button.

## 5. Accessing Completed Course Material

Course slides and video resources are available to the user after the course is completed. The receipt and completion certificate are also accessible from this page.

1. Select *'Completed Courses'* from the main Dashboard page.

2. Select the course name.



3. Select *'Review Web Archive'* from the right column to access the element.

The screenshot shows the 'Completed Courses' page with a table of course elements. The table has columns for 'Course Element', 'Status', 'Begin Date', 'Last Active Date', 'Completion Date', 'Grade', and 'Actions'. A red arrow points to the 'Review Web Archive' link in the 'Actions' column for the course element 'The Big Picture of FASD Prevention with Nancy Poole'.

Course Element	Status	Begin Date	Last Active Date	Completion Date	Grade	Actions
Course Introduction and Outline	Passed	12/13/2018 9:56:06 AM	12/13/2018 9:56:25 AM	12/13/2018 9:56:25 AM	100%	Review Activity
Module One: Learning Objectives	Passed	12/13/2018 9:56:30 AM	12/13/2018 9:57:04 AM	12/13/2018 9:57:04 AM	100%	Review Activity
The Big Picture of FASD Prevention with Nancy Poole	Passed	12/13/2018 9:57:08 AM	12/13/2018 9:57:36 AM	12/13/2018 9:57:08 AM	100%	Review Web Archive
Module One: Model and clients	Passed	12/13/2018 9:57:42 AM	12/13/2018 9:58:06 AM	12/13/2018 9:58:06 AM	100%	Review Activity
Common Clinic Questions with Pat Chrisholm	Passed	12/13/2018 9:59:02 AM	12/13/2018 9:59:17 AM	12/13/2018 9:59:02 AM	100%	Review Web Archive
Module One: Harm reduction and Treatment Options	Passed	12/13/2018 10:00:15 AM	12/13/2018 10:01:49 AM	12/13/2018 10:01:49 AM	100%	Review Activity
Introduction to Harm Reduction	Passed	12/13/2018 10:01:54 AM	12/13/2018 10:02:10 AM	12/13/2018 10:01:55 AM	100%	Review Web Archive
Module One: Family Planning	Passed	12/13/2018 10:02:14 AM	12/13/2018 10:13:08 AM	12/13/2018 10:13:08 AM	100%	Review Activity
How to Talk About Consent	Passed	12/13/2018 10:13:13 AM	12/13/2018 10:15:28 AM	12/13/2018 10:13:13 AM	100%	Review Web Archive
A Guy's Guide to Birth Control	Passed	12/13/2018 10:15:34 AM	12/13/2018 10:16:31 AM	12/13/2018 10:15:35 AM	100%	Review Web Archive
Module One Quiz	Passed	12/13/2018 10:18:20 AM	12/13/2018 10:23:53 AM	12/13/2018 10:23:53 AM	100%	Review Test
Module One Written Assignment 1	Passed	12/13/2018 10:24:01 AM	12/13/2018 10:24:54 AM	12/13/2018 10:24:54 AM	100%	Review Assignment