

*Commonwealth of Pennsylvania*



*Department of Health*

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*Bureau of Drug and Alcohol Programs  
Training Management System*

*User Manual*

*Version: 1.0*

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***BDAP Training Management System - User Manual***

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**Table of Contents**

<b>Overview</b> .....	<b>2</b>
<b>General</b> .....	<b>3</b>
<i>Logon</i> .....	3
<i>Add New User Information</i> .....	4
<i>Home Page</i> .....	7
<i>Navigation Bar</i> .....	10
<b>User Accounts</b> .....	<b>12</b>
<i>Update User Information</i> .....	12
<b>Courses</b> .....	<b>16</b>
<i>Course Search &amp; Registration</i> .....	16
<i>Event Course Search</i> .....	20
<i>Event Registration</i> .....	26
<i>Event Single course registration</i> .....	32
<i>Event multiple course registration</i> .....	41
<i>Cancel Registration</i> .....	47
<b>Scholarships</b> .....	<b>50</b>
<i>Applying for a Scholarship</i> .....	50
<b>Registrant Accounts</b> .....	<b>53</b>
<i>View registrant payments</i> .....	53
<b>Registration Statement</b> .....	<b>56</b>
<i>View and Print Registration Statement</i> .....	56
<b>Evaluation Form</b> .....	<b>59</b>
<b>Reports</b> .....	<b>65</b>

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***BDAP Training Management System - User Manual***

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**Overview**

The mission of the Bureau of Drug and Alcohol Program's Training Section is to provide quality workforce development and continuing education opportunities to the Substance Abuse field as well as provide information and educational materials to the citizens of the Commonwealth.

We accomplish this through a combination of Regional Training Institutes, Mini-Regional Trainings, Specialized Training events and On-site Trainings.

Regional Training Institutes are 3-day events which include skill building courses as well as knowledge sharing.

The Mini-Regional Trainings are designed to help the field meet their continuing education requirements. These 1-day courses cover topics such as Confidentiality, Basic HIV, Addiction 101 and other courses.

Specialized Training Events are trainings that the Bureau of Drug & Alcohol Programs deems mandatory. This includes, but is not limited to courses such as Performance Based Prevention System and Clinical Supervision.

On-site trainings are designed to meet local needs that could not be addressed through the other trainings. The On-site system is to augment other methods and sources of training. Requests for training must be coordinated through the respective Single County Authority to ensure that participation is maximized at these events.

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## ***BDAP Training Management System - User Manual***

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### **General**

#### ***Logon***

1. To log on to the BDAP Training Management System application, please go to <http://bdap.health.state.pa.us/BTMS> . You will see the following screen (see figure1)

*Figure 1*

DEPARTMENT OF HEALTH

Wednesday, October 18, 2006

**BDAP Training Management System**  
Logon

You are logging on to the **BTMS Development** site

[User Manual](#)

UserName

Password

*If you are a new user and you do not have a username and password [Click Here](#)*

---

**DO NOT ENTER MORE THAN ONE ACCOUNT FOR AN INDIVIDUAL**

If you can not remember your login information or need assistance to register as a user, contact the Bureau of Drug and Alcohol Programs Training Section at 771-793-8200.

If you can not remember your password, click [Forgot Password?](#) to request it electronically.

*Duplicate accounts will result in the loss of data and your ability to accurately track your course attendance and print certificates.*

2. Enter your username and password and click the Logon button. If you do not have a username and password yet then click on the link below the Logon button to create a new account. You will be taken to the Add User Information page (see figure 3).
3. If you have forgotten your password then click the Forgot Password? link. You will be taken to the Forgot Password page (see figure 2). There you will enter your username and click the Submit button. Your password will be emailed to you.

*Figure 2*

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**BDAP Training Management System - User Manual**

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**BDAP Training Management System**  
**Forgot Password**

Below, enter the UserName you provided when you originally registered.  
Your password will be sent only to the original email address entered when  
you registerd.

\* **UserName**

\* Required Fields

4. If your username and password are valid you will go to the home page (see figure 4).

***Add New User Information***

This page allows you to create a new user. You are asked to fill out questions on basic demographics, contact information for home and work, current employment, education and certifications, as well as selecting a username and password (see figure 3). Once you fill out all the required fields, marked with an asterisk, you can click on the “Save” button. If the entered username is not already in use, the new user is saved and you are taken to the home page.

*Figure 3*

## BDAP Training Management System - User Manual

### BDAP Training Management System Add User Information

*\*Indicates Required Fields*

\* First Name:   
\* Last Name:

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If you can not remember your password, click [Forgot Password?](#) to request it electronically.

*Duplicate accounts will result in the loss of data and your ability to accurately track you course attendance and print certificates.*

Information below is used to create Unique UserID

\* Birth Last Name:  \* User Status:   
\* Birth Date:  (Format mm/dd/yyyy)  
\* Last 4 digits of Social Security Number:

[View Commonwealth of PA Privacy Policy](#)

**USER ADDRESS INFORMATION**

Figure 3 (continued)

## BDAP Training Management System - User Manual

**\* Please enter in at least a home or work address information below**

Home  Work  Bath

Home Address 1:	<input type="text"/>	Work Address 1:	<input type="text"/>
Home Address 2:	<input type="text"/>	Work Address 2:	<input type="text"/>
City:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text" value="PA"/>	State:	<input type="text" value="PA"/>
Zip Code:	<input type="text"/>	Zip Code:	<input type="text"/>

**\* Primary Telephone Number:**  (Format xxx-xxx-xxxx)

**\* Primary Telephone is:**  Home Telephone  Work Telephone  Cell Number

**Alternate Telephone Number:**  (Format xxx-xxx-xxxx)

**Alternate Telephone Number is:**  Home Telephone  Work Telephone  Cell Number  Clear Selection

### USER WORK INFORMATION

**\* Are you a Drug & Alcohol Professional?**  Yes  No

**\* Place of Employment:**

**\* Email Address:**

**\* Job Position:**

**SCA Affiliation:**

Figure 3 (continued)

**BDAP Training Management System - User Manual**

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\* Job Category:

---

**USER INFORMATION** *Information below is needed for workforce development*

\* Gender:

\* Race:

\* Are there any special accommodations?  Yes  No  
*If yes, BDAP staff/person will contact you for further information*

---

**USER EDUCATION**  
*You may be asked to provide proof of education, credentials, certifications, and courses for the course you are qualified to instruct*

\* Education (Highest Level Obtained):

Certifications:   
Allied Addiction Counselor I  
Allied Addiction Counselor II  
Certified Addictions Counselor (CAC)  
Certified Addictions Counselor Diplomat  
Certified Allied Addiction Professional (CAAP)

\* Selected Certifications:

---

**CREATE USER NAME AND PASSWORD**

\* Unique User Name:

\* Password:

\* Confirm Password:

---

**Home Page**

On this page you will see an explanation of all course types that are available. If you click on the link regarding the course type you will see a listing of all courses that are scheduled (see figure 9).

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***BDAP Training Management System - User Manual***

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*Figure 4*

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## ***BDAP Training Management System - User Manual***

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Welcome to the Bureau of Drug and Alcohol Program (BDAP) Training Management System. This is the Central Registration point for the Mini-Regional Training System, the On-Site Training System, the Regional Training Institute Training System, and the Specialized Training System.

[Click Here](#) to join the BDAP mailing list

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[User Manual](#)  
[Requestor Manual](#)

### **Available Courses by Type**

---

*Please select a course type link below to view available courses*

#### [Mini Regional Training](#)

The mini-regional trainings are currently offered 6 times a year and are rotated through the Health Districts. Each one day Mini-Regional Training offers 4 courses.

NASW-PA Chapter is a co-sponsor of this Mini Regional Training event. 6 (number of CEs) will be awarded for completion of each course. NASW has been designated as a pre-approved provider of professional continuing education for social workers, marriage and family therapist and professional counselors (Section 47.36) by the PA State Board of Social Workers, Marriage & Family Therapists and Professional Counselors.

#### [On-site Training](#)

*Figure 4 continued*

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## ***BDAP Training Management System - User Manual***

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The On-Site trainings are on a per request basis. a provider in the field who determines a need for a specific training must make the request for that training through their Single County Authority, who will in turn submit the request to BDAP. No request may be submitted to BDAP without the approval of the Single County Authority.

### [Specialized Training](#)

These trainings are provided as needed. Usually they are created and offered to address pressing issues. They can even be mandatory. The trainings can be of varying lengths from one to five days. There are both technical and non-technical trainings provided. Non-technical trainings are often informational, or geared towards the people in the field rather than on how to use a particular system or giving information on how to perform some task or follow a new law.

### [Regional Training Institute and other Events](#)

[Click Here](#) for RTI Brochure

Regional Training Institutes (RTI) are multi-day training events that focus on state of the art concepts in the prevention and treatment of substance abuse and co-occurring issues. RTIs will present several tracks of courses that may include a Focus track that will cover a specific issue (the focus of the RTI), an administrative track which covers supervision and management to include data management, a General/Clinical, a Prevention track and a Special Populations track which may include gambling issues and/or issues regarding specific populations such as women and adolescents.

Other Events may be multi-day conferences or trainings that focus entirely on a specific issue such as Fetal Alcohol Spectrum Disorder (FASD), Disaster Planning, Criminal Justice, Gambling or other issues. a combination of speakers and breakout groups may be included in these events. See specific brochure below for event details.

### ***Navigation Bar***

Down the left side of the screen you will see a navigation bar, use the links to navigate through the site. (See Figure 5) Clicking a link will display the page to the right of the navigation bar. You can click on the “Home” link to return to the Home page at any time. Click the “Contact” Link to send an email to BDAP. Make sure to use the “LogOff” link when you are ready to leave the site.

*Figure 5*

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***BDAP Training Management System - User Manual***

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- Evaluation Form
- Cancel Registration
- Course Search
- Registrant Accounts
- Registration Statement

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- Scholarship Application
- Update Your Information

---

- Reports
- Home
- Contact BDAP
- Log Off

---

***BDAP Training Management System - User Manual***

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**User Accounts*****Update User Information***

On this page you are able to update any of your user information that was provided when the user was created. Once you have completed updating the user information click on the save button to save your changes. (See figure 6)

1. Click on the “Update Your Information” link on the navigation bar. This will open the Update User Information page with your information pre-populated in the fields.
2. Update the desired fields and click the “Save” button.

*Figure 6*

**BDAP Training Management System - User Manual**

**BDAP Training Management System**  
Update User Information

---

*\*Indicates Required Fields*

\* First Name:

\* Last Name:

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If you can not remember your login information or need assistance to register as a user, contact the Bureau of Drug and Alcohol Programs Training Section at 771-783-8200.

If you can not remember your password, click [Forgot Password?](#) to request it electronically.

*Duplicate accounts will result in the loss of data and your ability to accurately track your course attendance and print certificates.*

*Information below is used to create Unique UserID*

\* Birth Last Name:  User Status:

\* Birth Date:  (Format mm/dd/yyyy)

\* Last 4 digits of Social Security Number:

[View Commonwealth of PA Privacy Policy](#)

---

USER ADDRESS INFORMATION

Figure 6 (continued)

## BDAP Training Management System - User Manual

\* Please enter in at least a home or work address information below

Home  Work  Both

<p>Home Address 1: <input type="text" value="123 Road"/></p> <p>Home Address 2: <input type="text"/></p> <p>City: <input type="text" value="City"/></p> <p>State: <input type="text" value="PA"/></p> <p>Zip Code: <input type="text" value="17101"/></p>	<p>Work Address 1: <input type="text"/></p> <p>Work Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p>
---	--

\* Primary Telephone Number:  (Format xxx-xxx-xxxx)

\* Primary Telephone is:  Home Telephone  Work Telephone  Cell Number

Alternate Telephone Number:  (Format xxx-xxx-xxxx)

Alternate Telephone Number is:  Home Telephone  Work Telephone  Cell Number  Clear Selection

---

**USER WORK INFORMATION**

Are you a Drug & Alcohol Professional?

Yes  No

\* Place of Employment:

\* Email Address:

\* Job Position:

SCA Affiliation:

\* Job Category:

Figure 6 (continued)

## BDAP Training Management System - User Manual

### USER INFORMATION *Information below is needed for workforce development*

\* Gender:

\* Race:

Are there any special accommodations?  Yes  No  
*If yes, BDAP staff person will contact you for further information*

### USER EDUCATION

*You may be asked to provide proof of education, credentials, certifications, and courses for the course you are qualified to instruct*

Education (Highest Level Obtained):

Certifications:

Selected Certifications:

### CHANGE USER NAME AND PASSWORD

\* Unique User Name:

\* Change Password:

---

**BDAP Training Management System - User Manual**

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## Courses

### Course Search & Registration

1. To search for a course to register for click on the “Course Search” link on the navigation bar. You will be taken to the Course Information Search page where you will be asked to select a search category. (See figure 7)

Figure 7

---

**BDAP Training Management System**  
Course Information Search

---

Select a category to search by:

▼
Course Type
Course Title
Trainer
Region
Course Date

2. Once you select a search category you are asked to select your specific search criteria. (See figure 8) NOTE: This step will vary slightly depending upon the selected search category. Example in figure 8 is with Course Title as the selected search category.

Figure 8

---

**BDAP Training Management System**  
Course Information Search

---

Select value from drop down list then click Search button

Select course title to search by: Additions 101 ▼

---

Search	Return to Search Selection
--------	----------------------------

3. After making your selection, click the “Search” button. You see a listing of all the courses scheduled that match your search criteria. (See Figure 9) To return to the previous page click the “Return to Search Values “ button

NOTE: Clicking on the course type links on the home page is the same as selecting Course Type in the search category dropdown.

## ***BDAP Training Management System - User Manual***

*Figure 9*

### **BDAP Training Management System Course Information Search**

*Please click on course title to view course information*

Course Type	Course Title	Course Description
MRTR	Addictions 101	A basic course on the theory of addiction, the effects of drugs and alcohol on the brain, and basic pharmacology.
Onsite	Addictions 101	A basic course on the theory of addiction, the effects of drugs and alcohol on the brain, and basic pharmacology.

Return to Search Values

- Clicking on a course title will take you to the Course Location / Date listing page. Here you will see a listing of the all the locations and dates for the selected course along with the trainer's name and the number of seats still available. (See Figure 10)

*Figure 10*

## BDAP Training Management System - User Manual

### BDAP Training Management System Course Location/Date Listing

#### Addictions 101

*Below are the locations and dates this course is being offered. Click on the location you wish to attend.*

<b>Location Name:</b> Behavioral Health Training & Education Network 520 North Delaware Avenue 7th Floor Philadelphia , PA 19123 <b>Phone Number:</b> (215)923-2116 <b>Trainer Name(s):</b> Humpty Dumpty and Tom Brown	<b>Begin Date:</b> Wed, June 28 2006  <b>End Date:</b> Thu, June 29 2006	<b>Seats Remaining:</b> 25
<b>Location Name:</b> Marriott Downtown Philadelphia 13526 Market St. Philadelphia , PA 17426 <b>Phone Number:</b> (215)427-8722 <b>Trainer Name(s):</b> Francesca Miquel	<b>Begin Date:</b> Tue, May 23 2006  <b>End Date:</b> Wed, May 24 2006	<b>Registration Closed</b> <b>Seats Remaining:</b> 30

[Return to Course Listing](#)

- If the type of the course location you selected is an Onsite course you will need to contact the person that requested the course to register. The requester's contact information will appear at the bottom of the screen when you click on the course title. (See Figure 11) To return to the previous page click on the "Return to Search Value" button.

Figure 11

---

**BDAP Training Management System - User Manual**

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**BDAP Training Management System**  
Primary Contact Information

---

Primary Contact Information	
Course Title:	<a href="#">Addiction 101</a>
Course Dates:	<a href="#">8/16/2006 - 8/16/2006</a>
Contact Name:	<a href="#">Tom Brown</a>
Email / Primary Telephone:	<a href="mailto:cbrown@state.pa.us">cbrown@state.pa.us</a> / <a href="tel:717.783.8200">717.783.8200</a>
Place of Employment:	<a href="#">Bureau of Drug and Alcohol Programs</a>

[Return to Course Schedule Listing](#)

6. For courses that are open for registration you can click on the location name. This will take you to the Registration Confirmation page where you will be asked to confirm your intention to register for the course. (See figure 12) To return to the previous page click the “Return to Course Listing” button.

*Figure 12*

---

**BDAP Training Management System - User Manual**

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**BDAP Training Management System**  
Registration Confirmation

---

Addictions 101  
Behavioral Health Training & Education Network  
Philadelphia, PA  
Begin Date: Wed, June 28 2006  
End Date: Thu, June 29 2006

You will be registered for the above class
--

Doe, John
-----------

---

Note: Once you register for a course, if you are not able to attend then you MUST cancel your registration. If you do not cancel your registration and do not show up for the course, you will be charged a \$50 fee and will not be able to register for other courses until you pay the fee!

7. Clicking on the “Confirm Registration” button will register you for the course and give you a confirmation number. In addition, you will receive an email that has the course information and confirmation number on it. To return to the previous page click the “Return to Course Dates” button.

**Event Course Search**

1. You can search for an event by Course Type, Course title, Course Trainer or Course Dates
2. When searching by **course type** you select “Event” from the drop down list and click the “Search” button (*see Figure 13*)

Figure 13

Enter begin and end Date then click Search button

Select Course type from the list:

---

---

**BDAP Training Management System - User Manual**

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3. You are taken to the select an event name page (see figure 14 )

Figure 14

**Select event name from the drop down list**

Select event name

4. When searching by **course title** you select a course title (that is connected to an event) from the drop down list and click the “Search” button (see figure 15 )

Figure 15

*Select value from drop down list then click Search button*

Select course title to search by:

---

5. You are taken to a selection grid that will display all course type (MRTR, Event...) with the course title selected above. Click on the course title link (see figure 16 )

Figure 16

---

**BDAP Training Management System - User Manual**

---

*Please click on course title to view course information*

Course Type	Course Title	Course Description
Event	<a href="#">Happy Happy Happy....Happy</a>	More information about being happy

---

[Return to Search Values](#)

6. You are taken to the Event brochure listing (*see figure 17*)

*Figure 17*

## BDAP Training Management System - User Manual

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### Happy Life: Happy Kids

Montgomery County Community College  
Blue Bell , PA 12345  
6/24/2008-6/26/2008

	Tuesday, June 24, 2008		Wednesday, June 25, 2008		Thursday, June 26, 2008		
	9:00 AM	4:00 PM	1:00 PM	4:00 PM	12:00 PM	1:00 PM	4:00 PM
Track A	Happy 101					Happy Happy Happy...Happy	
Track B	Are we there yet?				Happy Values		
Track C			Happier than you know				
Track D	My child is happy						

*Select individual course title to view additional information on selected course*

OR

*Select Track letter to view additional information for all courses in the selected track*

OR

*Click Display All button to display all courses in the conference*

- When searching by **course trainer** you select a course trainer (that is connected to an event) from the drop down list and click the “Search” button (*see figure 18* )

*Figure 18*

*Select value from drop down list then click Search button*

Select course trainer from the list:

- You are taken to a selection grid that will display all course type (MRTR, Event...) with the course trainer selected above is schedule to train. Click on the course title link (*see figure 19* )

## ***BDAP Training Management System - User Manual***

---

*Figure 19*

*Please click on course title to view course information*

Course Type	Course Title	Course Description
Event	<a href="#">Happier than you know</a>	Teaching our children that violence is not the way to resolve issues.
Event	<a href="#">Happy 101</a>	This course helps you look at the positive things in life. And shows you how to teach others to do the same.
Event	<a href="#">Happy Happy Happy....Happy</a>	More information about being happy
Event	<a href="#">RTI CONFERENCE COURSE</a>	RTI CONFERENCE COURSE

---

[Return to Search Values](#)

9. You are taken to the Event brochure listing (*see figure 20*)

*Figure 20*

## BDAP Training Management System - User Manual

### Happy Life: Happy Kids

**Montgomery County Community College**  
**Blue Bell , PA 12345**  
**6/24/2008-6/26/2008**

	Tuesday, June 24, 2008		Wednesday, June 25, 2008		Thursday, June 26, 2008		
	9:00 AM	4:00 PM	1:00 PM	4:00 PM	12:00 PM	1:00 PM	4:00 PM
<b>Track A</b>	Happy 101					Happy Happy Happy...Happy	
<b>Track B</b>	Are we there yet?					Happy Values	
<b>Track C</b>			Happier than you know				
<b>Track D</b>	My child is happy						

*Select individual course title to view additional information on selected course*

**OR**

*Select Track letter to view additional information for all courses in the selected track*

**OR**

*Click Display All button to display all courses in the conference*

Display All

Back

10. When searching by **course dates** you enter that course start date and end date and click the “Search” button (*see figure 21* )

*Figure 21*

*Enter begin and end Date then click Search button*

Select course date:    Start Date:    
                                  End Date:  

Search

Return to Search Selection

11. You are taken to a selection grid that will display all course type (MRTR, Event...) that fall in the entered dates above. Click on the course title link (*see figure 22* )

*Figure 22*

**BDAP Training Management System - User Manual**

*Please click on course title to view course information*

Course Type	Course Title	Course Description
Event	<a href="#">Are we there yet?</a>	Keeping cool on the roadways.
Event	<a href="#">Event Training Course 1</a>	Description of Event Training Course 1
Event	<a href="#">Event Training Course 2</a>	Description of Event Training Course 2
Event	<a href="#">Event Training Course 3</a>	Description of Event Training Course 3
Event	<a href="#">Happier than you know</a>	Teaching our children that violence is not the way to resolve issues.
Event	<a href="#">Happy 101</a>	This course helps you look at the positive things in life. And shows you how to teach others to do the same.
Event	<a href="#">Happy Happy Happy....Happy</a>	More information about being happy
Event	<a href="#">Happy Values</a>	Happy Values: How to achieve them
Event	<a href="#">My child is happy</a>	happy happy happy happy...and learn to smile.

*Figure 22 continued*

Event	<a href="#">RTI CONFERENCE COURSE</a>	RTI CONFERENCE COURSE
Event	<a href="#">RTI CONFERENCE COURSE #2</a>	RTI CONFERENCE COURSE #2

[Return to Search Values](#)

**Event Registration**

---

**BDAP Training Management System - User Manual**

---

1. Select event name from the drop down list and click the “Submit” button (*see figure 23* )

*Figure 23*

**Select event name from the drop down list**

**Select event name**

2. You are taken to the Event brochure listing (*see figure 24* )

*Figure 24*

## ***BDAP Training Management System - User Manual***

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### **Happy Life: Happy Kids**

**Montgomery County Community College**  
**Blue Bell , PA 12345**  
**6/24/2008-6/26/2008**

	Tuesday, June 24, 2008		Wednesday, June 25, 2008		Thursday, June 26, 2008		
	9:00 AM	4:00 PM	1:00 PM	4:00 PM	12:00 PM	1:00 PM	4:00 PM
<b>Track A</b>	Happy 101					Happy Happy Happy...Happy	
<b>Track B</b>	Are we there yet?					Happy Values	
<b>Track C</b>			Happier than you know				
<b>Track D</b>	My child is happy						

*Select individual course title to view additional information on selected course*

**OR**

*Select Track letter to view additional information for all courses in the selected track*

**OR**

*Click Display All button to display all courses in the conference*

- There are three different selection methods to select courses to register for by: "Display All" button, selecting course name from brochure listing or Selecting track letter from brochure listing. Click "Display All" button (*see figure 24*)

- You are shown the all courses in the selected event (*see figure 25*)

*Figure 25*

**BDAP Training Management System - User Manual**

All Courses For Event:

Happy Life: Happy Kids

Montgomery County Community College  
 Blue Bell , PA 12345  
 6/24/2008-6/26/2008

*Please select at least one course. Then click "register for Course(s) button*

<p><b>Track:</b> A</p>	<p><b>Course Title:</b> Happy 101</p> <p>This course helps you look at the positive things in life. And shows you how to teach others to do the same.</p> <p><b>Trainer Name (s):</b> Bio Test</p>	<p><b>Begin Date:</b> Tue, June 24 2008</p> <p><b>End Date:</b> Tue, June 24 2008</p> <p><b>CourseTime:</b> 9:00AM - 4:00PM</p>	<p><b>Fee</b> \$100.00</p>	<p><b>Hours/ Credits</b> 2</p>	<p><b>Seats Remaining</b> 3</p>	<p><b>Minimum Attendance Required</b> 2</p>	<p><b>Select Course</b> <input type="checkbox"/></p>
<p><b>Track:</b> A</p>	<p><b>Course Title:</b> Happy Happy Happy...Happy</p> <p>More information about being happy</p> <p><b>Trainer Name (s):</b> Bio Test</p>	<p><b>Begin Date:</b> Thu, June 26 2008</p> <p><b>End Date:</b> Thu, June 26 2008</p> <p><b>CourseTime:</b> 1:00PM - 4:00PM</p>	<p><b>Fee</b> \$100.00</p>	<p><b>Hours/ Credits</b> 4</p>	<p><b>Seats Remaining</b> 4</p>	<p><b>Minimum Attendance Required</b> 2</p>	<p><b>Select Course</b> <input type="checkbox"/></p>

Figure 25 continued

**BDAP Training Management System - User Manual**

<b>Track:</b> B	<b>Course Title:</b> Are we there yet?  Keeping cool on the roadways.  <b>Trainer Name (s):</b> Jesse Simms	<b>Begin Date:</b> Tue, June 24 2008 <b>End Date:</b> Thu, June 26 2008 <b>CourseTime:</b> 9:00AM - 12:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 5	<b>Course Full Seats Remaining</b> 0	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>
<b>Track:</b> B	<b>Course Title:</b> Happy Values  Happy Values: How to achieve them  <b>Trainer Name (s):</b> Ben Eppers	<b>Begin Date:</b> Thu, June 26 2008 <b>End Date:</b> Thu, June 26 2008 <b>CourseTime:</b> 1:00PM - 4:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 3	<b>Seats Remaining</b> 4	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>
<b>Track:</b> C	<b>Course Title:</b> Happier than you know  Teaching our children that violence is not the way to resolve issues.  <b>Trainer Name (s):</b> Bio Test	<b>Begin Date:</b> Wed, June 25 2008 <b>End Date:</b> Wed, June 25 2008 <b>CourseTime:</b> 1:00PM - 4:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 6	<b>Seats Remaining</b> 3	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>
<b>Track:</b> D	<b>Course Title:</b> My child is happy  happy happy happy...and learn to smile.  <b>Trainer Name (s):</b> testtrainer test	<b>Begin Date:</b> Tue, June 24 2008 <b>End Date:</b> Wed, June 25 2008 <b>CourseTime:</b> 9:00AM - 4:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 6	<b>Seats Remaining</b> 4	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>

Register for Course(s)

Return to Listing

## ***BDAP Training Management System - User Manual***

---

5. Click Course name link. You are shown the selected course information (see figure 26 )

Figure 26

**Happy 101**

**Montgomery County Community College**  
Blue Bell , PA

**Begin Date: Tue, June 24 2008**  
**End Date: Tue, June 24 2008**

<p><b>Course Description:</b> This course helps you look at the positive things in life. And shows you how to teach others to do the same.</p> <p><b>Trainer Name(s):</b> Bio Test</p>	<p><b>CourseTime:</b> 9:00AM - 4:00PM</p>	<p><b>Fee</b> \$100.00</p>	<p><b>Hours/Credits</b> 2</p>	<p><b>Seats Remaining</b> 3</p>	<p><b>Minimum Attendance Required</b> 2</p>	<p><b>Select Course</b> <input type="checkbox"/></p>
--	---	--------------------------------	-----------------------------------	-------------------------------------	---	--

[Register for Course\(s\)](#)
[Return to Listing](#)

6. Click Track link. You are shown the selected course information within the selected track (see figure 27 )

Figure 27

**BDAP Training Management System - User Manual**

Track B courses for Event:

Happy Life: Happy Kids

Montgomery County Community College  
 Blue Bell , PA 12345  
 6/24/2008-6/26/2008

Please select at least one course. Then click "register for Course(s) button

<b>Course Title:</b> Are we there yet?  Keeping cool on the roadways.  <b>Trainer Name(s):</b> Jesse Simms	<b>Begin Date:</b> Tue, June 24 2008  <b>End Date:</b> Thu, June 26 2008  <b>Course Time:</b> 9:00AM - 12:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 5	<b>Course Full Seats Remaining</b> 0	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input checked="" type="checkbox"/>
<b>Course Title:</b> Happy Values  Happy Values: How to achieve them  <b>Trainer Name(s):</b> Ben Etters	Selected track course selection for registration <b>Begin Date:</b> Thu, June 26 2008  <b>End Date:</b> Thu, June 26 2008  <b>Course Time:</b> 1:00PM - 4:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 3	<b>Seats Remaining</b> 4	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>

Register for Course(s)

Return to Listing

**Event Single course registration**

1. Select one course from the list b clicking the checkbox beside the course information. Click the "Register for Course" button (see figure 28 )

Figure 28

**BDAP Training Management System - User Manual**

All Courses For Event:

Happy Life: Happy Kids

Montgomery County Community College  
 Blue Bell , PA 12345  
 6/24/2008-6/26/2008

*Please select at least one course. Then click "register for Course(s) button*

<p><b>Track:</b> A</p>	<p><b>Course Title:</b> Happy 101</p> <p>This course helps you look at the positive things in life. And shows you how to teach others to do the same.</p> <p><b>Trainer Name (s):</b> Bio Test</p>	<p><b>Begin Date:</b> Tue, June 24 2008</p> <p><b>End Date:</b> Tue, June 24 2008</p> <p><b>Course Time:</b> 9:00AM - 4:00PM</p>	<p><b>Fee</b> \$100.00</p>	<p><b>Hours/ Credits</b> 2</p>	<p><b>Seats Remaining</b> 3</p>	<p><b>Minimum Attendance Required</b> 2</p>	<p><b>Select Course</b> <input type="checkbox"/></p>
<p><b>Track:</b> A</p>	<p><b>Course Title:</b> Happy Happy Happy...Happy</p> <p>More information about being happy</p> <p><b>Trainer Name (s):</b> Bio Test</p>	<p><b>Begin Date:</b> Thu, June 26 2008</p> <p><b>End Date:</b> Thu, June 26 2008</p> <p><b>Course Time:</b> 1:00PM - 4:00PM</p>	<p><b>Fee</b> \$100.00</p>	<p><b>Hours/ Credits</b> 4</p>	<p><b>Seats Remaining</b> 4</p>	<p><b>Minimum Attendance Required</b> 2</p>	<p><b>Select Course</b> <input type="checkbox"/></p>

Figure 28 continued

**BDAP Training Management System - User Manual**

<b>Track:</b> B	<b>Course Title:</b> Are we there yet?  Keeping cool on the roadways.  <b>Trainer Name (s):</b> Jesse Simms	<b>Begin Date:</b> Tue, June 24 2008	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 5	<b>Course Full Seats Remaining</b> 0	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input checked="" type="checkbox"/>
		<b>End Date:</b> Thu, June 26 2008					
<b>Track:</b> B	<b>Course Title:</b> Happy Values  Happy Values: How to achieve them  <b>Trainer Name (s):</b> Ben Eppers	<b>Begin Date:</b> Thu, June 26 2008	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 3	<b>Seats Remaining</b> 4	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>
		<b>End Date:</b> Thu, June 26 2008					
<b>Track:</b> C	<b>Course Title:</b> Happier than you know  Teaching our children that violence is not the way to resolve issues.  <b>Trainer Name (s):</b> Bio Test	<b>Begin Date:</b> Wed, June 25 2008	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 6	<b>Seats Remaining</b> 3	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input type="checkbox"/>
		<b>End Date:</b> Wed, June 25 2008					

Figure 28 continued

## BDAP Training Management System - User Manual

<b>Track:</b> D	<b>Course Title:</b> My child is happy  happy happy happy happy...and learn to smile.  <b>Trainer Name (s):</b> testtrainer test	<b>Begin Date:</b> Tue, June 24 2008  <b>End Date:</b> Wed, June 25 2008  <b>Course Time:</b> 9:00AM - 4:00PM	<b>Fee</b> \$100.00	<b>Hours/ Credits</b> 6	<b>Seats Remaining</b> 4	<b>Minimum Attendance Required</b> 2	<b>Select Course</b> <input checked="" type="checkbox"/>
--------------------	---	---	------------------------	--------------------------------	---------------------------------	---	---



2. Takes you to the Event Confirmation Page (see figure 29 )

Figure 29

[Event Policy Manual](#)

Please indicate that you have read and understood the Event Policy Manual

---

**My child is happy**  
**Montgomery County Community**  
**College**  
**Blue Bell , PA**  
**Begin Date: Tue, June 24 2008**  
**End Date: Wed, June 25 2008**  
**Total: \$ 100**

Below is the participant(s) selected to be registered for the above course. To unregister the participant(s) click the remove link beside name.

Participant Name (Last, First)	Remove from Registration
Doe, Manny	<a href="#">Remove</a>

---

3. If you do not indicate that you have read the Event Policy Manual then a message will appear “Please click on the check box to indicate you have read the Event Policy Manual” (see figure 30 )

---

**BDAP Training Management System - User Manual**

---

*Figure 30*

[Event Policy Manual](#)

Please click on the check box to indicate you have read the Event Policy Manual

Please indicate that you have read and understood the Event Policy Manual

---

**My child is happy**  
**Montgomery County Community**  
**College**  
**Blue Bell , PA**  
**Begin Date: Tue, June 24 2008**  
**End Date: Wed, June 25 2008**  
**Total: \$ 100**

*Below is the participant(s) selected to be registered for the above course. To unregister the participant(s) click the remove link beside name.*

Participant Name (Last, First)	Remove from Registration
Doe,Manny	<a href="#">Remove</a>

---

4. Click the checkbox to indicate you have read the Event Policy manual. Click the “Confirm Registration” button (*see figure 31* )

*Figure 31*

---

**BDAP Training Management System - User Manual**

---

[Event Policy Manual](#)

Please click on the check box to indicate you have read the Event Policy Manual

Please indicate that you have read and understood the Event Policy Manual

---

My child is happy  
Montgomery County Community  
College  
Blue Bell , PA  
Begin Date: Tue, June 24 2008  
End Date: Wed, June 25 2008  
Total: \$ 100

Below is the participant(s) selected to be registered for the above course. To unregister the participant(s) click the remove link beside name.

Participant Name (Last, First)	Remove from Registration
Doe,Manny	<a href="#">Remove</a>

---

Confirm Registration

Print Registration Statement

Return to Course Listing

5. You are registered for the course and have been assigned a Registration number. From here you can perform the following: Print Registration Statement, Apply for a scholarship (see Scholarship area for process). Click “Print registration Statement” button (*see figure 32* )

Figure 32

---

**BDAP Training Management System - User Manual**

---

[Event Policy Manual](#)

---

**My child is happy  
Montgomery County Community  
College  
Blue Bell , PA  
Begin Date: Tue, June 24 2008  
End Date: Wed, June 25 2008  
Total: \$ 100**

**NOTE: "Total" includes \$50.00 non refundable registration fee. This fee is not in addition to the cost of the training. Instead, it will serve as a registration fee in case a registrant cancels or does not show up for his/her scheduled courses. Therefore, the registrant would be refunded the total amount paid less \$50.00. If the Department of Health, Bureau of Drug and Alcohol Programs, cancels a course for any reason the registrant would be refunded 100% of the cost of training.**

*The participant(s) have been registered for the above course*

*Click Print Registration Statement button to generate statement to send with payment to BDAP*

Participant Name (Last, First)	Registration Number
Doe,Manny	459

*Click link to apply for a scholarship -> -> [Scholarship Application](#)*

---

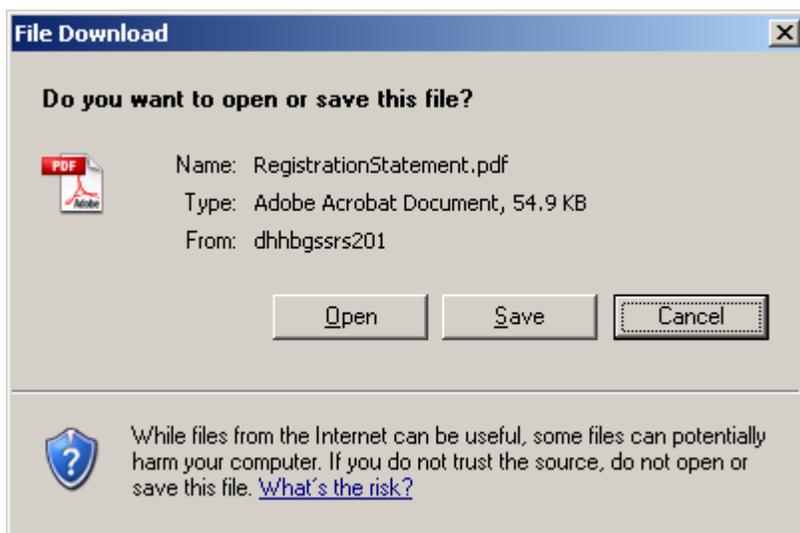
Confirm Registration

Print Registration Statement

Return to Course Listing

6. Once you have clicked the registration statement button a dialog box will appear (see figure 33 )

Figure 33

**BDAP Training Management System - User Manual**

7. Click the open button and the Registration Statement will generate (*see figure 34* )

Figure 34

## ***BDAP Training Management System - User Manual***



### **REGISTRATION STATEMENT FOR: REGIONAL TRAINING INSTITUTE**

Registration Statement Number Event-608 - 7

#### Applicant's Information

**Registrant Name:** Doe, Manny

**Address Work 1:** 1232 Hope Street

**Work 2:**

**City, State, Zip Code:** Harrisburg PA, 17111

#### Registration Information

BDAP requires, at a minimum, a \$50.00 non-refundable registration fee as your 1st payment. This payment will be deducted from the total cost. It is not in addition to the cost of the course(s). Payment in full is required 5 days prior to the event.

Course Title	Course Dates	Course Fees
My child is happy	6/24/2008-6/25/2008	100

\_\_\_\_\_  
 \_\_\_\_\_  
**Total Cost: 100**

**1st Payment must be no less than \$50.00**

**2nd Payment (Payment in Full) required 5 days prior to event of \$50.00**

Registration Statement for Doe, Manny

*Figure 34 continued*

## **BDAP Training Management System - User Manual**



### **REGISTRATION STATEMENT FOR: REGIONAL TRAINING INSTITUTE**

#### Payment Information

We accept checks only made payable to the "Commonwealth of Pennsylvania".

Please remit this bill along with payment to:

*Kimberly A. Coleman  
Fiscal Section  
Bureau of Drug & Alcohol Programs  
02 Kline Plaza  
Harrisburg, PA 17104*

If you need to cancel for any reason please contact Ronald Kauffman @ 717-783-8200 within 24 hours of the course date.

\* Fill out payment information and submit this bill along with payment as outlined above.

Check Number: \_\_\_\_\_  
Check Amount: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

If this payment includes another "Registration Statement" list the Registration Statement numbers and disbursement for each one below:

\*\*\*\*Registration Number located in the upper right corner of a registration statement\*\*\*\*

Registration Statement Number: _____	Registration Statement Number: _____
Amount Applied: _____	Amount Applied: _____
Registration Statement Number: _____	Registration Statement Number: _____
Amount Applied: _____	Amount Applied: _____

Registration Statement for Doe, Manny

### ***Event multiple course registration***

1. Use the same method above to select multiple courses to register for by: Displaying all courses, selecting single course, or select track. Click the "Register for Course(s)" button

## **BDAP Training Management System - User Manual**

---

2. Takes you to the Event Confirmation page (see figure 35 )

Figure 35

[Event Policy Manual](#)

Please indicate that you have read and understood the Event Policy Manual

---

**Happy Life: Happy Kids**  
**Montgomery County Community College**  
 Blue Bell , PA 12345  
 6/24/2008-6/26/2008

*The participant identified below will be registered for the listed courses. To remove a course for registration click the remove link beside the course name.*

Participant Name (Last, First): Combs,Sandra  
 Total Amount Due: \$300

**NOTE: "Total" includes \$50.00 non refundable registration fee. This fee is not in addition to the cost of the training. Instead, it will serve as a registration fee in case a registrant cancels or does not show up for his/her scheduled courses. Therefore, the registrant would be refunded the total amount paid less \$50.00. If the Department of Health, Bureau of Drug and Alcohol Programs, cancels a course for any reason the registrant would be refunded 100% of the cost of training.**

Course Title	Course Date	Course Time	Course Fee	Remove from Registration
Happy 101	6/24/2008-6/24/2008	9:00AM - 4:00PM	100	<a href="#">Remove</a>
Happy Values	6/26/2008-6/26/2008	1:00PM - 4:00PM	100	<a href="#">Remove</a>
My child is happy	6/24/2008-6/25/2008	9:00AM - 4:00PM	100	<a href="#">Remove</a>

---

Confirm Registration
Print Registration Statement
Return to Course Listing

3. Click the checkbox to indicate you have read the Event Policy manual. Click the "Confirm Registration" button (see figure 36 )

Figure 36

## BDAP Training Management System - User Manual

[Event Policy Manual](#)

Please indicate that you have read and understood the Event Policy Manual

Happy Life: Happy Kids

Montgomery County Community College  
Blue Bell, PA 12345  
6/24/2008-6/26/2008

*The participant identified below will be registered for the listed courses. To remove a course for registration click the remove link beside the course name.*

Participant Name (Last, First): Combs,Sandra  
Total Amount Due: \$300

**NOTE: "Total" includes \$50.00 non refundable registration fee. This fee is not in addition to the cost of the training. Instead, it will serve as a registration fee in case a registrant cancels or does not show up for his/her scheduled courses. Therefore, the registrant would be refunded the total amount paid less \$50.00. If the Department of Health, Bureau of Drug and Alcohol Programs, cancels a course for any reason the registrant would be refunded 100% of the cost of training.**

Course Title	Course Date	Course Time	Course Fee	Remove from Registration
Happy 101	6/24/2008-6/24/2008	9:00AM - 4:00PM	100	<a href="#">Remove</a>
Happy Values	6/26/2008-6/26/2008	1:00PM - 4:00PM	100	<a href="#">Remove</a>
My child is happy	6/24/2008-6/25/2008	9:00AM - 4:00PM	100	<a href="#">Remove</a>

[Confirm Registration](#)

[Print Registration Statement](#)

[Return to Course Listing](#)

- You are registered for the course and have been assigned a Registration number. From here you can perform the following: Print Registration Statement, Apply for a scholarship (see Scholarship area for process). Click "Print registration Statement" button (*see figure 37*)

Figure 37

## BDAP Training Management System - User Manual

[Event Policy Manual](#)

Happy Life: Happy Kids

Montgomery County Community College  
Blue Bell , PA 12345  
6/24/2008-6/26/2008

Participant Name (Last, First): Combs,Sandra  
Total Amount Due: \$200

**NOTE: "Total" includes \$50.00 non refundable registration fee. This fee is not in addition to the cost of the training. Instead, it will serve as a registration fee in case a registrant cancels or does not show up for his/her scheduled courses. Therefore, the registrant would be refunded the total amount paid less \$50.00. If the Department of Health, Bureau of Drug and Alcohol Programs, cancels a course for any reason the registrant would be refunded 100% of the cost of training.**

*The participant has been registered for the courses below*

*Click Print Registration Statement button to generate statement to send with payment to BDAP*

Course Title	Course Date
Happy Values	6/26/2008-6/26/2008
My child is happy	6/24/2008-6/25/2008

*The participant above was NOT registered for the below course(s)*

Course Title	Course Date	Reason Not Registered
Happy 101	6/24/2008-6/24/2008	Already Registered for a course at that time.

[Click link to apply for a scholarship -> -> Scholarship Application](#)

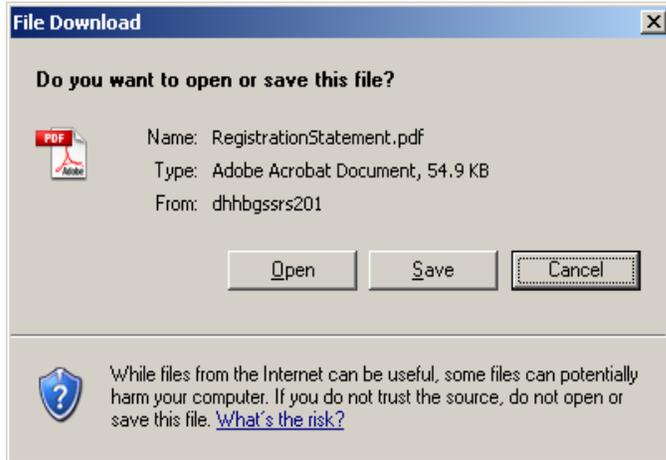
[Confirm Registration](#)

[Print Registration Statement](#)

[Return to Course Listing](#)

- Once you have clicked the registration statement button a dialog box will appear (see figure 38 )

Figure 38

***BDAP Training Management System - User Manual***

6. Click the open button and the Registration Statement will generate (*see figure 39* )

*Figure 39*

## **BDAP Training Management System - User Manual**



### **REGISTRATION STATEMENT FOR: REGIONAL TRAINING INSTITUTE**

Registration Statement Number Event-608 - 8

#### Applicant's Information

**Registrant Name:** Combs, Sandra

**Address Work 1:** 45 Smart Street

**Work 2:**

**City, State, Zip Code:** Harrisburg PA, 17845

#### Registration Information

BDAP requires, at a minimum, a \$50.00 non-refundable registration fee as your 1st payment. This payment will be deducted from the total cost. It is not in addition to the cost of the course(s). Payment in full is required 5 days prior to the event.

Course Title	Course Dates	Course Fees
Happy Values	6/26/2008-6/26/2008	100
My child is happy	6/24/2008-6/25/2008	100

Total Cost: 200

**1st Payment must be no less than \$50.00**

**2nd Payment (Payment in Full) required 5 days prior to event of \$150.00**

Registration Statement for Combs, Sandra

*Figure 39 continued*

**BDAP Training Management System - User Manual**



**REGISTRATION STATEMENT  
FOR: REGIONAL TRAINING INSTITUTE**

**Payment Information**

We accept checks only made payable to the "Commonwealth of Pennsylvania".

Please remit this bill along with payment to:

*Kimberly A. Coleman  
Fiscal Section  
Bureau of Drug & Alcohol Programs  
02 Kline Plaza  
Harrisburg, PA 17104*

If you need to cancel for any reason please contact Ronald Kauffman @ 717-783-8200 within 24 hours of the course date.

\* Fill out payment information and submit this bill along with payment as outlined above.

Check Number: \_\_\_\_\_  
Check Amount: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

-----  
If this payment includes another "Registration Statement" list the Registration Statement numbers and disbursement for each one below:

\*\*\*\*Registration Number located in the upper right corner of a registration statement\*\*\*\*

Registration Statement Number: \_\_\_\_\_      Registration Statement Number: \_\_\_\_\_  
Amount Applied: \_\_\_\_\_                              Amount Applied: \_\_\_\_\_  
  
Registration Statement Number: \_\_\_\_\_      Registration Statement Number: \_\_\_\_\_  
Amount Applied: \_\_\_\_\_                              Amount Applied: \_\_\_\_\_

Registration Statement for Combs, Sandra

**Cancel Registration**

1. To cancel your registration for a class, click on the "Cancel Registration" link on the navigation bar. This will take you to a listing of the courses you are currently registered for. (See Figure 40)

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**BDAP Training Management System - User Manual**

---

*Figure 40***BDAP Training Management System**  
Cancel Registration

---

*Click on the confirmation number of the Course Registration you wish to cancel.*

Confirmation Number	Registration Information
71	<b>Doe , John</b> Addictions 101 Behavioral Health Training & Education Network 520 North Delaware Avenue Philadelphia , PA 19123 Begin Date: Wed, June 28 2006 End Date: Thu, June 29 2006

2. Find the course for which you would like to cancel your registration and click on the confirmation number. This will take you to a screen to confirm your intention to cancel your registration for the selected course. (See Figure 41)

*Figure 40*

---

**BDAP Training Management System - User Manual**

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**BDAP Training Management System**  
Cancel Registration

---

*Click "Cancel Registration" button to continue with course cancellation.*

Doe, John  
Addictions 101  
71 Behavioral Health Training & Education Network  
Begin Date: Wed, June 28 2006  
End Date: Thu, June 29 2006

Cancel Registration

Return to Registration Listing

3. Clicking on the cancel registration button will cancel your registration for the course. You will also receive an email confirming your registration was cancelled. To return to the previous page click the "Return to Registration Listing" button.

---

**BDAP Training Management System - User Manual**

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## Scholarships

### *Applying for a Scholarship*

1. To apply for a scholarship click on the “Scholarship Application” link on the navigation bar. You will be taken to the initial scholarship application page where you will be asked to select an event. (See figure 41)

*Figure 41*

---

Select an event for which you would like to submit a scholarship application

Select Event :

2. After making your selection, click the “Submit” button. You see the scholarship application of event that you selected. (See Figure 42) If for some reason you are ineligible a message will appear.
  - a. Reasons for being ineligible
    - i. The Event does not offer Scholarships
    - ii. It is past the last date to submit a scholarship application
    - iii. All the scholarships have been award the event
    - iv. You have not registered for a course at that event
    - v. You have already registered for a scholarship at that event

*Figure 42*

## BDAP Training Management System - User Manual

**Happy Life: Happy Kids**  
**6/24/2008 - 6/26/2008**  
**Montgomery County Community College**

To apply for a scholarship to the Bureau of Drug and Alcohol Programs event listed above, please complete your registration for the courses you would like to attend. Then complete this scholarship application form. Forms must be completed and submitted no later than 6/20/2008. Late or incomplete applications will NOT be considered for scholarship awards.

A limited number of scholarships will be made available to assist individuals who need financial support to attend this event. Scholarships will cover the cost of tuition, breaks and lunch. All other expenses such as travel, hotel room and breakfast and dinner meals are the responsibility of the awardees. Scholarship awardees will assist in the administration of the event by acting as course monitors, assisting in room setup, assisting the registration desk or performing other duties as determined by the event staff. Scholarships will be awarded in the following priority:

- Registration for 3 days = priority 1
- Registration for 2 days = priority 2
- Registration for 1 day = priority 3

Please Indicate your response to each of the following:

Yes / No	Question
<input type="radio"/> <input type="radio"/>	Employed less than 12 months in the drug/alcohol field?
<input type="radio"/> <input type="radio"/>	Employed less than 12 months in my present position?
<input type="radio"/> <input type="radio"/>	Never received a scholarship from the Institute before?
<input type="radio"/> <input type="radio"/>	Full-time employee in a direct-service, non-profit drug/alcohol licensed facility?
<input type="radio"/> <input type="radio"/>	Received little drug/alcohol training in the past? - Number of hours? <input style="width: 100px;" type="text"/>
<input type="radio"/> <input type="radio"/>	Agency is a private, for profit, drug/alcohol facility?
<input type="radio"/> <input type="radio"/>	Agency is not a licensed drug and alcohol facility, but provides prevention and/or services to drug and alcohol abusing clients?
<input type="radio"/> <input type="radio"/>	Funds are not available from my agency to support staff development activities?

Please provide comments in support of your application. (Maximum of 255 Characters)

*Figure 42 continued*

**BDAP Training Management System - User Manual**

Self Employed

Supervisor Name:

Supervisor Email Address:

Supervisor Phone Number:

If I do not receive a scholarship...

I will attend the event. Please send the \$50 registration fee along with your application to ensure course selections. This will not affect the decision of whether or not you receive a scholarship. If awarded a scholarship your check will be returned.

I will not attend the event. This will not affect the decision of whether or not you receive a scholarship.

I Agree to the following:

I have received my supervisor's approval to submit this scholarship application and that they have approved my attendance at the event.

I understand that if I am awarded a scholarship, I am required to perform administrative functions as determined by BDAP staff as a condition of my scholarship.

3. Once you fill out all the required fields, marked with an asterisk, you can click on the “Submit” button. If your scholarship application is saved you will then see a confirmation screen. (See Figure 43) The “Cancel” button takes you back to the previous page
  - a. Notes:
    - i. If you answer “Yes” to the “Received little drug/alcohol training in past?” question you must supply the number of hours.
    - ii. If you check that you are self employed, you do not need to provide supervisor information.
    - iii. You must check that you agree to both of the acknowledgments before it will accept your scholarship application

Figure 43

Your scholarship application has been successfully submitted for review.

4. Click the “Ok” button and you are taken back to the initial scholarship application page.

---

**BDAP Training Management System - User Manual**

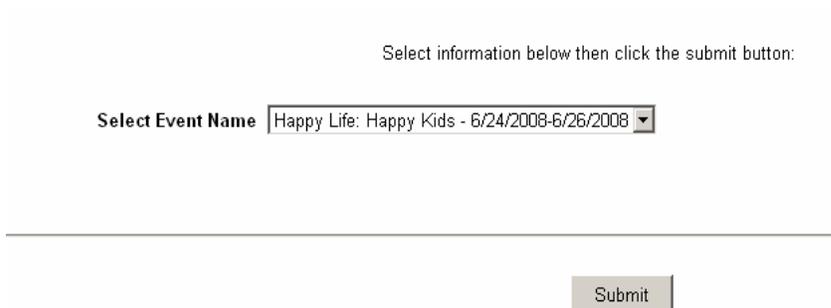
---

## Registrant Accounts

### *View registrant payments*

1. To view payments received by BDAP click on “Registrant Accounts” link on the navigation bar. You will be taken to the view account page where you will be asked to select an event name (See Figure 44)

Figure 44



Select information below then click the submit button:

Select Event Name

---

Submit

2. After making a selection and clicking the submit button you are taken to the payment information page where you can view your payments that have been received by BDAP. (See Figure 45)

Figure 45

## ***BDAP Training Management System - User Manual***

Registrant InformationAccount Information

<b>Registrant Name:</b> O'Manner, Jackie <b>Work Address 1:</b> 123 Baker Road <b>Work Address 2:</b> Suite 201 <b>City, State Zipcode:</b> Harrisburg PA, 17111	<b>Total Amount:</b> \$ 100 <b>Account Balance:</b> \$ 0
---	---

Event Information

**Event Name:** Happy Life: Happy Kids  
**Event Date:** 6/24/2008-6/26/2008

Payment Information

*Click on Check Number link to view other registrant associated to this check number*

Amount Applied	Invoice Number	Check Number	Check From *Individual or Company	Date of Check	Date Received	Total of Check	Company Name (for PO only)	PO Number	Amount of PO
100	3	<a href="#">4587</a>	Hardiing Group	6/10/2008	6/15/2008	150			

Comment Information

Comments

Registrant Payment History

*There is no Registrant Payment History for this Participant*

Print Registration Statement

Return to Menu

- On the Payment Information grid if a check has been disbursed between multiple registrants then the check number will be a link. By clicking on the check link you will be able to see all other registrants that are linked to the check and the amount of the disbursement. (See Figure 46)

## ***BDAP Training Management System - User Manual***

4. Click the [XClose](#) link button to hide the additional registrants linked to check grid

Figure 46

<u>Registrant Information</u>	<u>Account Information</u>																				
<b>Registrant Name:</b> O'Manner, Jackie <b>Work Address 1:</b> 123 Baker Road <b>Work Address 2:</b> Suite 201 <b>City, State Zipcode:</b> Harrisburg PA, 17111	<b>Total Amount:</b> \$ 100 <b>Account Balance:</b> \$ 0																				
<b><u>Event Information</u></b>																					
<b>Event Name:</b> Happy Life: Happy Kids <b>Event Date:</b> 6/24/2008-6/26/2008																					
<b><u>Payment Information</u></b>																					
Click on <a href="#">Check Number</a> link to view other registrant associated to this check number																					
<a href="#">X Close</a>																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Amount Applied</th> <th style="text-align: left;">Invoice Number</th> <th style="text-align: left;">Check Number</th> <th style="text-align: left;">Check From *Individual or Company</th> <th style="text-align: left;">Date of Check</th> <th style="text-align: left;">Date Received</th> <th style="text-align: left;">Total of Check</th> <th style="text-align: left;">Company Name (for PO only)</th> <th style="text-align: left;">PO Number</th> <th style="text-align: left;">Amount of PO</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>3</td> <td><a href="#">4587</a></td> <td>Hardiing Group</td> <td>6/10/2008</td> <td>6/15/2008</td> <td>150</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Amount Applied	Invoice Number	Check Number	Check From *Individual or Company	Date of Check	Date Received	Total of Check	Company Name (for PO only)	PO Number	Amount of PO	100	3	<a href="#">4587</a>	Hardiing Group	6/10/2008	6/15/2008	150			
Amount Applied	Invoice Number	Check Number	Check From *Individual or Company	Date of Check	Date Received	Total of Check	Company Name (for PO only)	PO Number	Amount of PO												
100	3	<a href="#">4587</a>	Hardiing Group	6/10/2008	6/15/2008	150															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Registrant Name</th> <th style="text-align: left;">Registration Number</th> <th style="text-align: left;">Check Number</th> <th style="text-align: left;">Amount Applied</th> </tr> </thead> <tbody> <tr> <td>Rivers, Dan</td> <td>4</td> <td><a href="#">4587</a></td> <td>50</td> </tr> </tbody> </table>		Registrant Name	Registration Number	Check Number	Amount Applied	Rivers, Dan	4	<a href="#">4587</a>	50												
Registrant Name	Registration Number	Check Number	Amount Applied																		
Rivers, Dan	4	<a href="#">4587</a>	50																		
<b><u>Comment Information</u></b>																					
<b>Comments</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																					

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## ***BDAP Training Management System - User Manual***

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### **Registration Statement**

#### ***View and Print Registration Statement***

1. To view payments received by BDAP click on “Registration Statement” link on the navigation bar. You will be taken to the selection page where you will be asked to select an event name(See *Figure 47*)

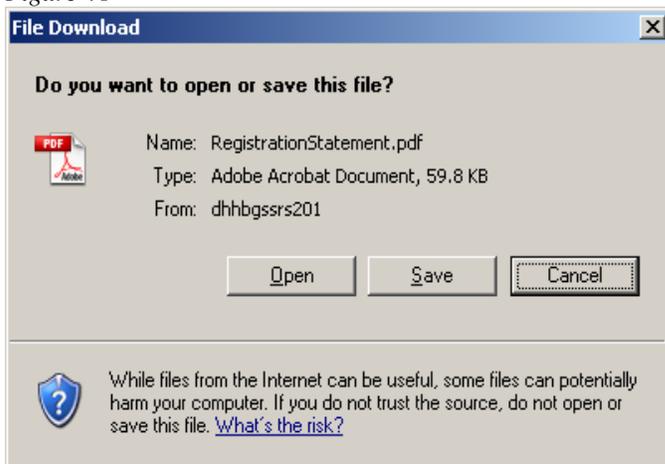
*Figure 47*

Select information below then click the submit button:

Select Event Name

2. Once you have selected an event name and clicked the “Submit” button a dialog box will appear(See *Figure 48*)

*Figure 48*



3. Click the open button to generate the Registration Statement (See *Figure 49*)

*Figure 49*

## **BDAP Training Management System - User Manual**



### **REGISTRATION STATEMENT FOR: REGIONAL TRAINING INSTITUTE**

Registration Statement Number Event-608 - 8

#### Applicant's Information

**Registrant Name:** Combs, Sandra

**Address Work 1:** 45 Smart Street

**Work 2:**

**City, State, Zip Code:** Harrisburg PA, 17845

#### Registration Information

BDAP requires, at a minimum, a \$50.00 non-refundable registration fee as your 1st payment. This payment will be deducted from the total cost. It is not in addition to the cost of the course(s). Payment in full is required 5 days prior to the event.

Course Title	Course Dates	Course Fees
Happy Values	6/26/2008-6/26/2008	100
My child is happy	6/24/2008-6/25/2008	100

Total Cost: 200

**1st Payment must be no less than \$50.00**

**2nd Payment (Payment in Full) required 5 days prior to event of \$150.00**

Registration Statement for Combs, Sandra

*Figure 49 continued*

**BDAP Training Management System - User Manual**



**REGISTRATION STATEMENT  
FOR: REGIONAL TRAINING INSTITUTE**

**Payment Information**

We accept checks only made payable to the "Commonwealth of Pennsylvania".

Please remit this bill along with payment to:

*Kimberly A. Coleman  
Fiscal Section  
Bureau of Drug & Alcohol Programs  
02 Kline Plaza  
Harrisburg, PA 17104*

If you need to cancel for any reason please contact Ronald Kauffman @ 717-783-8200 within 24 hours of the course date.

\* Fill out payment information and submit this bill along with payment as outlined above.

Check Number: \_\_\_\_\_  
Check Amount: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

-----  
If this payment includes another "Registration Statement" list the Registration Statement numbers and disbursement for each one below:

\*\*\*\*Registration Number located in the upper right corner of a registration statement\*\*\*\*

Registration Statement Number: \_\_\_\_\_      Registration Statement Number: \_\_\_\_\_  
Amount Applied: \_\_\_\_\_                              Amount Applied: \_\_\_\_\_  
  
Registration Statement Number: \_\_\_\_\_      Registration Statement Number: \_\_\_\_\_  
Amount Applied: \_\_\_\_\_                              Amount Applied: \_\_\_\_\_

Registration Statement for Combs, Sandra

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**BDAP Training Management System - User Manual**

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**Evaluation Form**

Users have the capability of entering in an evaluation for themselves or editing their evaluation that a BDAP Training staff has released for edit. Once you have completed an evaluation you may then print a certificate (See Reports Section).

1. Click on Evaluation Form link on left navigation bar. (See Figure 50)

Figure 50

---

**BDAP Training Management System**  
Evaluation Form

---

Select type of evaluation form to be completed

- Complete evaluation for yourself  
 Edit a Released Evaluation

2. Click on Complete evaluation for yourself. (See Figure 51)

Figure 51

---

**BDAP Training Management System**  
Evaluation Form

---

Select Course to enter evaluations for:

3. Select a course from the drop down list and click the “Submit” button (See Figure 52)
4. Clicking the “Back” button will take the user to Figure 50

**BDAP Training Management System - User Manual**

Figure 52

**BDAP Training Management System**  
Evaluation Form

**Course:** Ethics for Addiction Professionals  
**Trainer Name(s):** Dan Rivers

**Date:** Wed, June 21 2006 - Wed, June 21 2006  
**Location:** Karen Test 3

1	2	3	4	5
<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>

**Registration**

How satisfied were you with the registration process?  1  2  3  4  5  N/A

**Trainer** Dan Rivers

The Trainer was knowledgeable about the subject.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
The Trainer covered the stated objective(s) of the workshop.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
The presentation was well organized.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A

Figure 52 continued

## **BDAP Training Management System - User Manual**

### **Content**

Trainer demonstrated knowledge of the subject matter.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Trainer presented material that was accurate, current and state of the art.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Trainer presented material that was relevant to the course objectives.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Trainer possessed and demonstrated practice skills required to teach the course.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A

### **Facility**

The training room was comfortable.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Conference staff was helpful and courteous.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Facility was adequate in terms of space and layout of room.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Facility equipment was adequate.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Parking was available and adequate.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Personal rooms were adequate and comfortable.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A

### **Banquet Services**

Continental breakfast was provided and adequate.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Luncheon was provided and adequate.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Banquet staff was helpful and courteous.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
Food served was palatable	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A

### **Overall Comments Regarding Training:**



5. Answer all questions by clicking on the circle next to the appropriate number

**Note:** all questions must be answered to be able to submit the evaluation. If any questions are not answered then a message will appear to please answer all questions

**Note:** Overall Comments is not required

6. Click “Submit” button (See Figure 53)
7. Click “Return to Search” button user goes back to Figure 51  
Note: if no courses exist then message will display in drop down list “there are no course evaluations to complete”
8. An evaluation must be released for Edit by BDAP Training Coordinator before a user can edit an evaluation.

---

**BDAP Training Management System - User Manual**

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9. Select Edit a Released Evaluation Figure 50
10. Select an evaluation form the drop down list (See figure 53)
11. Click “Submit” button (See Figure 54)

*Figure 53*

---

**BDAP Training Management System**  
Evaluation Form

---

Select Course to enter evaluations for:

*Figure 54*

## BDAP Training Management System - User Manual

### BDAP Training Management System Evaluation Form

**Course:** Ethics for Addiction Professionals  
**Trainer Name(s):** Dan Rivers

**Date:** Wed, June 21 2006 - Wed, June 21 2006  
**Location:** Karen Test 3

1	2	3	4	5
<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>

**Registration**

How satisfied were you with the registration process?  1  2  3  4  5  N/A

**Trainer** Dan Rivers

The Trainer was knowledgeable about the subject.  1  2  3  4  5  N/A

The Trainer covered the stated objective(s) of the workshop.  1  2  3  4  5  N/A

The presentation was well organized.  1  2  3  4  5  N/A

**Content**

Trainer demonstrated knowledge of the subject matter.  1  2  3  4  5  N/A

Trainer presented material that was accurate, current and state of the art.  1  2  3  4  5  N/A

Trainer presented material that was relevant to the course objectives.  1  2  3  4  5  N/A

Trainer possessed and demonstrated practice skills required to teach the course.  1  2  3  4  5  N/A

**Facility**

The training room was comfortable.  1  2  3  4  5  N/A

Conference staff was helpful and courteous.  1  2  3  4  5  N/A

Facility was adequate in terms of space and layout of room.  1  2  3  4  5  N/A

Facility equipment was adequate.  1  2  3  4  5  N/A

Parking was available and adequate.  1  2  3  4  5  N/A

Personal rooms were adequate and comfortable.  1  2  3  4  5  N/A

**Banquet Services**

Continental breakfast was provided and adequate.  1  2  3  4  5  N/A

Luncheon was provided and adequate.  1  2  3  4  5  N/A

Banquet staff was helpful and courteous.  1  2  3  4  5  N/A

Food served was palatable.  1  2  3  4  5  N/A

*Figure 54 continued*

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## ***BDAP Training Management System - User Manual***

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Overall Comments Regarding Training:

ReSubmit

Return To Search

12. Change any answers that need to be updated and click the “ReSubmit” button
13. Clicking the “Return to Search’ button takes user back to Figure 53

## ***BDAP Training Management System - User Manual***

### **Reports**

This page allows the user to print a variety of reports. You are asked to select a report type, Select the report and then select the report parameters. Below is the current list of reports available to the user.

NOTE: All reports are produced in PDF form, so be sure to have a version of Adobe Acrobat installed on your machine. A current version can be downloaded from:

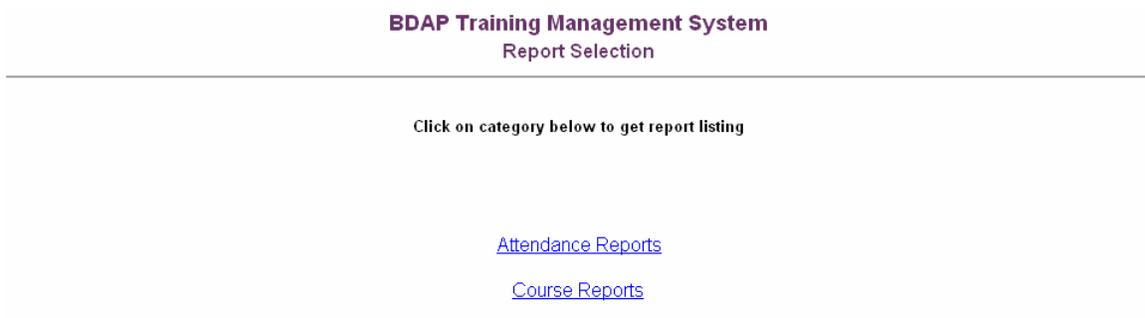
<http://www.adobe.com/>

<u>Report</u>	<u>Description</u>	<u>Report Section</u>
Course Attendance	Listing of participants at a training session	Attendance
Course Catalog	List of all courses with descriptions, categories, levels, and certifications	Course
Course Participant Contact Information	Lists the contact information for the participants of a specific course.	Attendance
Course Roster	Creates a roster for a specific course.	Attendance
No Show By User Report	List of a user's "No Shows"	
No Shows By Course Report	List of "No Shows" by course	Attendance
No Shows By Course Type Report	List of "No Shows" by Course Type	Attendance
Onsite Trainings Report	List of onsite trainings by SCA and course.	Course
Primary Contact Listing	List of Primary Contacts	Attendance
Print Course Certificate	Print a Certificate from a completed Course. <b>NOTE: User must complete an Evaluation Form and BDAP must have entered the attendance for the course for it to be available to print the certificate.</b>	Attendance
Print List of Attended Courses	List of a user's completed courses.	Attendance
Scheduled Courses	List of all scheduled courses organized by date.	Course
Scheduled Courses By	List of all scheduled courses	Course

## **BDAP Training Management System - User Manual**

Location	organized by location and date.	
Scheduled Courses By Trainer	List of all scheduled courses organized by trainer and date.	Course
Scheduled Courses By Type	List of all scheduled courses organized by course type and date.	Course
Trainings By Type Report	List of trainings by type	Course

Figure 55



1. Select Report Section type (See Figure 55)
  
2. Click on Reports link on left navigation bar. (See Figure 56)

Figure 56



---

**BDAP Training Management System - User Manual**

---

3. Clicking the “Return to Menu” button returns you to Figure 55.
4. Select a Report and click on the “Submit” Button. (See Figure 57)

*Figure 57*

---

**BDAP Training Management System**  
User Reports

---

Please Select Report Parameters

Select Category    
Select Level  

5. Select Report Parameters and click “Submit” Button. Clicking the “Cancel” button returns you to Figure 57.