

THE BEHAVIORAL HEALTH

Training & Education Network

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To: All Persons interested in attending PA Commonwealth Mandated Trainings
From: Craig Strickland, PhD, Program Director, The Behavioral Health Training & Education Network
Re: BDAP Training Management System (BTMS): Instructions for Setting up a BTMS Profile

NOTE: starting in the Fall 2008, BDAP will be monitoring pre-registration attendance for individual classes; if BHTEN cannot pre-register you & your classmates on the BTMS at least one week prior to the start of the class, there is a chance that BDAP will ask us to cancel that class. Thus, you must set up your BTMS user profile at least one week prior to the start of a class.

During the fall of 2006, the Commonwealth's Bureau of Drug & Alcohol Program (BDAP) put into place an on-line training system, known as the BDAP Training Management System (or BTMS), so that the bureau can move toward becoming a paperless system. BDAP requires that all trainees interested in attending mandated trainings (e.g. PCPC, TB/STD, Confidentiality trainings, etc.) must set up a user profile on the BTMS.

This can be done by going on-line at <https://bdap.health.state.pa.us/btms/logon.aspx> and setting up your profile; look for the "new users" link on the homepage. **You only need to set up your profile once** on the BTMS system; if your profile information changes (e.g. your name, e-mail address, phone number or business address, etc.), you will be able to modify your profile as needed.

Setting up a profile on the BTMS provides you with several advantages including:

1. The ability to check the dates, locations, fees, contact information, etc. associated with any trainings offered in the Commonwealth of PA including regional, mini-regional and on-site trainings.
2. After you have completed a training, you will be expected to go on the same website to:
 - o Complete an evaluation of that training
 - o Print out your training certificate (see the bottom of this page)
3. To cancel a training being held at BHTEN for which you have registered, you must contact BHTEN.
 - o **Setting up a profile on the BTMS system does NOT get you registered for specific trainings with BHTEN; only AFTER you have set up a profile on the BTMS will BHTEN staff be able to properly register you for a given training. For trainings sponsored by other agencies, you will be able to get contact information to get registered at the other (non-BHTEN) agency.**
 - o **Note: For state mandated trainings held at BHTEN, you must still register for a given training by submitting the BHTEN registration forms (and any appropriate fees) to BHTEN; we will continue to mail registration forms to your agency.**
 - o **If you set up your profile AFTER the training has occurred, you will need to call BDAP (the number at the bottom of this page) to have them enter you as having attended the training; setting up a profile after the training will NOT allow you to be recognized as having attended the training**

Once you have successfully set up your profile, successfully completed a given class, you can get a certificate for that class as follows:

- Go to the BTMS website and log on using your user name and password
- Complete the evaluation for the class (remember to hit the submit button)
- Then select "Reports" from the navigation bar; then select "Attendance Reports", and then, from the drop-down menu, select "Print Course Certificate"

Note that when you go to the aforementioned website, there is a User Manual which can be printed out which explains the different functions associated with the BTMS website.

If you have any problems setting up your profile, call BDAP at (717) 783-8200

Last updated 10/21/2008