

# First Steps Face-to-Face Orientation Information

After successful completion of the On-Line Orientation you will be able to register for First Steps Face-to-Face Orientation. Visit the TRAIN web page and choose "Course Search" near the top left of the page, then choose the "Search" button. Near the middle of the page you will enter the Key words "First Steps" then press the enter button or click submit. This will take you to a listing of all the First Steps courses offered on TRAIN. Carefully choose the face-to-face orientation you wish to attend according to the date and location listed in the course title. Once you identify the course you want to register for, click the title of the course. This will take you to the course main page, select "Registration". You will see a box that says "Select Credit Type" choose Certificate of Attendance in the drop down box. Once your registration is processed you will receive an email confirmation. Remember that registration deadlines are one week prior to the training date.

Service Providers will be eligible to attend once their test scores from the on-line orientation are approved. Documentation for Service Providers will be collected at the Face-to-Face Orientation.