

PDP Training Portal

Approved active Medication Administration Training (MAT) and Health & Safety trainers use PDP's Training Portal [tosite.pdp.albany.edu] to schedule MAT and Health & Safety Trainings:

- MAT classroom
- MAT Independent Study
- MAT skills competency testing for individuals who have completed their third consecutive MAT online renewal
- Emergency Medication Administration Overview
- Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider
- Health and Safety: Competencies in Child Care for Day Care Center and School-Age Child Care Program Staff
- Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Enrolled Legally Exempt Group Directors

Trainers also use the portal to manage and submit their training rosters and to cancel trainings, when necessary. Once you are approved to train the MAT and/or Health & Safety course(s) and have provided PDP with your Aspire ID number, PDP will add you to the Training Portal. You will receive an automated email from PDP containing a unique username for logging in to the Training Portal, as well as an activation link that prompts you to create a password for your Training Portal account.



The first time you access the Training Portal, you will need to complete three tasks:

- Verify your profile information
- Add endorsed training courses
- Add locations

Once you have completed these tasks, you can:

- Schedule specific training sessions
- Register individuals who have applied for your class
- Print the training roster for a class
- Submit the completed roster online
- Print a participant's training certificate, if necessary

Once you have logged in to the Training Portal, the home screen displays:

PROFESSIONAL DEVELOPMENT PROGRAM
ROCKEFELLER COLLEGE UNIVERSITY AT ALBANY State University of New York
TRAINING PORTAL

Trainings New Schedule Applications Docs

Welcome to the Training Portal!

FIRST TIME VISITORS

- Click on the name displayed in the upper left corner to access your profile information. Notify EIP at EIP-TO@albany.edu if any information needs to be changed.
- For directions on how to use the portal:
 - EIP Training Organizations should review the [EIP TO Event Approval Guide](#)
 - Health and Safety trainers and MAT trainers should review the [MAT & HS Portal Guide](#)
 - PDP-Sponsored Pyramid Model trainers should review the [PDP-Sponsored Pyramid Model Guide](#)

EIP Program Information

- EIP Brochure
- Cardiopulmonary Resuscitation (CPR) and First Aid (FA) Training
- EIP Funding
- EIP Portfolio Renewal Process
- Distance Learning Information
- 2018 EIP Training Organization Webinar - Video
- 2018 EIP Training Organization Webinar Question and Answer

Verifying Your Profile Information

Your profile contains your personal contact information, the course(s) you are approved to teach, and the language(s) in which you are approved to teach. You can change your personal information (other than your name) at any time. Only PDP can edit your name, as well as your approved courses and language(s).

1. Click your name in the upper right corner of the window.

The My Profile window displays. Your user name, first name, last name, contact information, credential type, Aspire ID, and Medical License with expiration date are pre-filled. (Only the top half of the window is displayed here.)

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My Profile

Account Information:

Username: LAnderson [Change Password](#)

Personal Info

First Name: Lisa
Last Name: Anderson

Contact Info

Street address: 1245
Zip Code: 12065
City: Clifton Park State: NY County: Saratoga
Phone: (518) 442-6575
Mobile:
Email: healthandsafety@albany.edu

More Info

Credential Type: None
Aspire ID: 99966
Medical License: RN - 12345 - 12/31/2025

- Verify your pre-filled phone number and email address in the respective fields.
Please verify that this information is correct, and be sure to keep it up to date.
- The lower half of the window lists the course(s) you are approved to teach (including the expiration dates of your course certifications, as applicable), the counties where you offer training, the language(s) in which you are approved to teach, the training costs you establish, your affiliated training organization(s) (in the **Assigned Training Organizations** field), if any, and how many courses you have scheduled and/or completed. When you first set up your profile, the **Scheduled To Teach** field displays, “Nothing found”.

*Remember, only PDP can change the information in the **Approved To Teach** and **Languages** fields. You can edit all other fields in this section.*

Assigned Training Organizations	
Professional Development Program	

Approved To Teach	Certificate Expiration
Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider	Dec 31, 2025
Medication Administration Training (MAT)	Dec 31, 2025
Health and Safety Training: Competencies in Child Care for Day Care Center and School-Age Child Care Program Staff	Dec 31, 2025
Health and Safety: Competencies in Child Care for Day Care Center, School-Age Child Care, and Enrolled Legally Exempt Group Directors	Dec 31, 2025
Emergency Medication Administration Overview	Dec 31, 2025

[Add Working County](#)

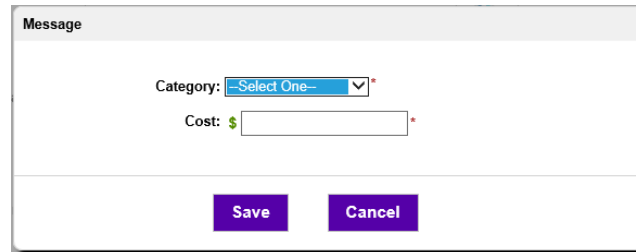
Working County	Action
Albany	✕
Saratoga	✕

Teaching Language
English

- To add a county, click **Add Working County** on the right side of the **Working County** field, then select from the **County** drop-down list in the resulting window and click the **Save** button.

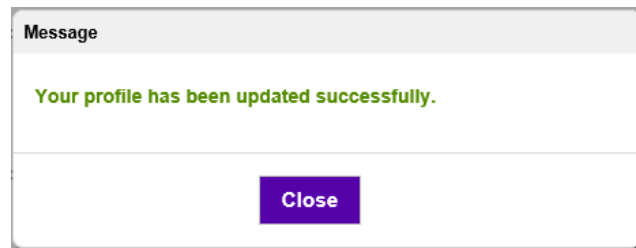
To add multiple counties, repeat this step as often as necessary until you have added all of the counties in which you will offer training. Remember, you can add or delete counties from your list at any time.

- To add the cost you charge for each course you train, click **Add Training cost**.
*If you need to change the training cost for a particular course, you must first delete the existing cost information for that course (by clicking the **X** button in the **Action** column for that training cost) on the My Profile screen, then click **Add Training cost** and enter the new information.*



The screenshot shows a 'Message' dialog box with a title bar. Inside, there is a 'Category:' label followed by a blue dropdown menu with the text '--Select One--' and a small downward arrow. Below that is a 'Cost:' label followed by a white text input field with a dollar sign (\$) on the left and a red asterisk (*) on the right. At the bottom of the dialog box, there are two purple buttons: 'Save' on the left and 'Cancel' on the right.

- Click the drop-down arrow for the **Category** field to select a training category, then enter the amount you charge for that category of training in the **Cost** field. Then click the **Save** button.
The list will contain any categories you have not yet selected for trainings you are approved to teach.
- When you have finished creating your profile, click the **Save** button at the bottom of the *My Profile* window.
*A message displays, confirming that your profile has been updated successfully. Anytime you make changes, you must remember to click **Save** for those changes to take effect.*



The screenshot shows a 'Message' dialog box with a title bar. The main content area contains the text 'Your profile has been updated successfully.' in green. At the bottom center of the dialog box, there is a purple button labeled 'Close'.

Adding Training

Courses in the PDP Training Portal are also referred to as “Portfolios”. Even though PDP pre-sets the courses (or “portfolios”) you are approved to teach, you still need to complete the “Add Portfolio” step so you can schedule training classes. If you have been approved to teach in another language, those courses will also be listed in the *Add Portfolio* window.

1. Click **Trainings** in the menu bar.

The Trainings>Manage Portfolios window displays.

2. Click **Add Portfolio** on the far right side of the window.

The Trainings>Manage Portfolios>Add Portfolio window displays.

3. Click the drop-down arrow and select and Endorsed Curriculum from the list.

Only the courses you are approved to teach are listed. If you are approved to train in another language, such as MAT in Spanish or Health & Safety in Chinese, those courses will be listed here in those languages.

Please choose your Endorsed Curriculum:

4. If the training course is eligible for the Educational Incentive Program (EIP), select the **This training is eligible for EIP** checkbox below the Endorsed Curriculum list. If the course is *not* eligible for EIP, skip to Step 6.

*This checkbox enables only if one of the Health & Safety or Emergency Medication Administration Overview courses is selected from the list. Once this checkbox is selected, the **Training Organization** field displays.*



For more information about EIP, including eligible courses and EIP-affiliated training organizations, visit www.ecetp.pdp.albany.edu.

Please choose your Endorsed Curriculum:

Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider

This training is eligible for EIP

Choose Organization:

5. As you begin typing the name of your training organization, a list will display below the field. Select the appropriate EIP-affiliated training organization from the list.
Training organizations must already be affiliated with EIP to display in the list.

Please choose your Endorsed Curriculum:

Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider

This training is eligible for EIP

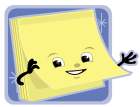
Choose Organization: Professional Development Program

6. When you selected a course from the Endorsed Curriculum list, the Portfolio Info fields pre-populated below; only PDP can edit this information. Scroll to the bottom of the window and click **Submit**.
The confirmation message displays.

Message

Are you sure you want to submit this course?

7. Click the **Yes, submit it** button.
A message displays, confirming successful submission.



What if only some of the trainings I offer are eligible for EIP?
(For example, if you offer some trainings both through an EIP-affiliated training organization and as an independent trainer who is not affiliated with EIP)

You would add the portfolio (course) in the PDP Training Portal *twice*:

- one affiliated with an EIP-affiliated training organization
- one without an EIP affiliation

You would see this listing on the *Manage Portfolios* window (notice the EIP designation in green below the course name):

Title	Portfolio Status	Organization
Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors MAT	Approved	
Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors EIP, MAT	Approved	Professional Development Program

When scheduling a class, be sure you choose the appropriate (EIP or non-EIP) portfolio (course).

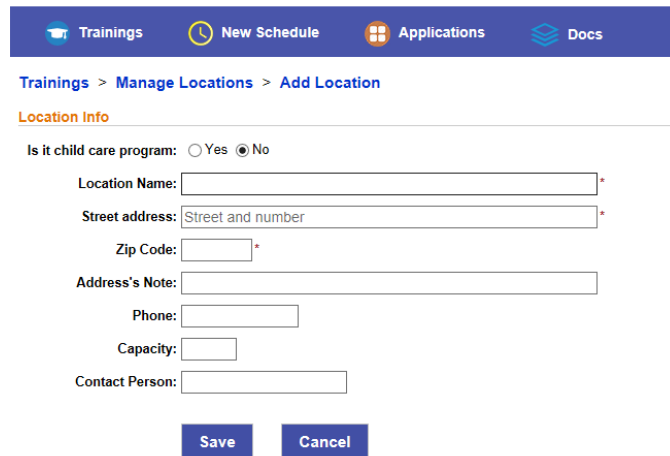
Adding Training Location(s)

1. Click **Trainings>Manage Locations** in the menu bar.
The Trainings>Manage Locations window displays.



The screenshot shows the 'Manage Locations' window. At the top, there is a navigation bar with 'Trainings', 'New Schedule', 'Applications', and 'Docs'. Below the navigation bar, the breadcrumb 'Trainings > Manage Locations' is visible. On the right side, there is a blue button with a plus sign and the text 'Add Location'. On the left side, there are three input fields: 'Training Org:' with a text box, 'County:' with a dropdown menu, and 'Zip Code:' with a text box.

2. Click **Add Location** on the far right side of the window.
The Trainings>Manage Locations>Add Location window displays.



The screenshot shows the 'Add Location' window. At the top, there is a navigation bar with 'Trainings', 'New Schedule', 'Applications', and 'Docs'. Below the navigation bar, the breadcrumb 'Trainings > Manage Locations > Add Location' is visible. Below the breadcrumb, there is a section titled 'Location Info'. Under 'Location Info', there is a radio button group for 'Is it child care program:' with 'Yes' and 'No' options. Below this are several input fields: 'Location Name:' with a text box and an asterisk, 'Street address:' with a text box and an asterisk, 'Zip Code:' with a text box and an asterisk, 'Address's Note:' with a text box, 'Phone:' with a text box, 'Capacity:' with a text box, and 'Contact Person:' with a text box. At the bottom, there are two buttons: 'Save' and 'Cancel'.


3. Enter the training location name and street address information in the appropriate fields.
4. Use the **Address's Note** field to add specifics that help participants, such as "Park in the back lot" or "Enter through the red door," or, if you are training staff only at a specific program, you could also use the **Address's Note** field to indicate this, such as, "This class is for ABC Day Care staff only."
5. Enter the **Phone** and **Contact Person** information in the respective fields.
These fields are optional, but may be useful if someone gets lost coming to your training.
6. Click the **Save** button.

Managing Trainings

Now that you have verified your trainer profile and established both the courses (portfolios) you are approved to teach and your training locations, you can schedule a class.

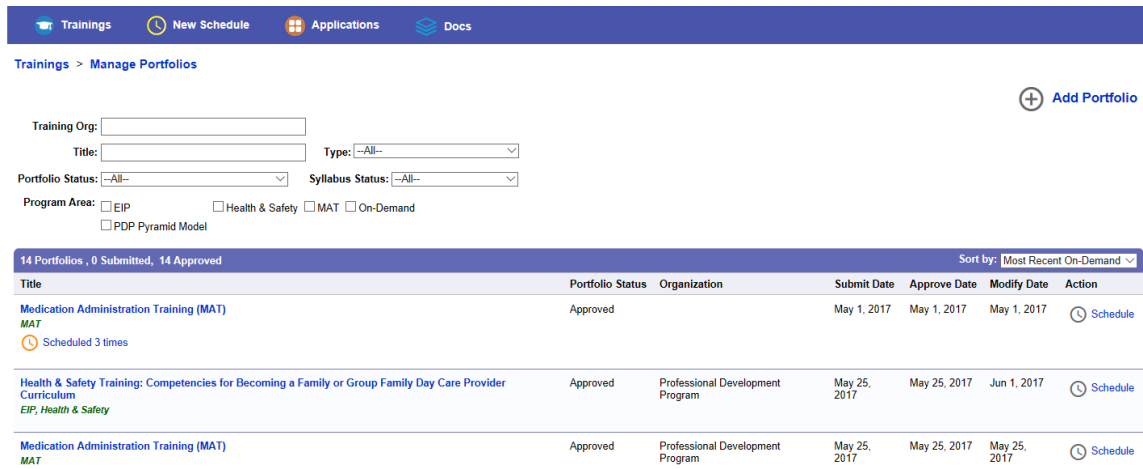
1. Click **Trainings** in the menu bar.

The Trainings > Manage Portfolios window displays. The list of portfolios displayed here shows the courses you are approved to teach and that you previously selected in the Add Portfolio window. You can also see how many times you have scheduled each course in the Training Portal.



Hovering your mouse's cursor over the **Trainings** button displays a list of training maintenance options:


- Manage Portfolios
- Manage Trainings
- Manage Locations



14 Portfolios, 0 Submitted, 14 Approved Sort by: Most Recent On-Demand

Title	Portfolio Status	Organization	Submit Date	Approve Date	Modify Date	Action
Medication Administration Training (MAT) MAT Scheduled 3 times	Approved		May 1, 2017	May 1, 2017	May 1, 2017	Schedule
Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider Curriculum EJP, Health & Safety	Approved	Professional Development Program	May 25, 2017	May 25, 2017	Jun 1, 2017	Schedule
Medication Administration Training (MAT) MAT	Approved	Professional Development Program	May 25, 2017	May 25, 2017	May 25, 2017	Schedule

Scheduling Trainings

1. To **SCHEDULE** a class, click the clock icon  in the **Action** column on the far right for the training title you want to schedule.
The Trainings>Manage Trainings>Schedule Training window displays. The Training Organization, Training Title/hours, and Trainer Name are pre-populated.

Training Info

Training Org: Professional Development Program

Title: Medication Administration Training (MAT)
8 hours

Trainer: Lisa Anderson

Location: *

Capacity: *

Category: --Select One--*

Cost: \$ *

Registration Contact:

Start Date: *

End Date: *

Add Session

There is no session yet.

Submit and Schedule **Cancel**

2. Click the drop-down arrow in the **Location** field to select from the locations you previously created in the *Add Location* window.
3. Enter the maximum class size in the **Capacity** field.
This number is limited by the course being offered, and may depend on the size of your training facility as well as your personal preference. For example, if you prefer to cap your class size at 4 people and a fifth person wants to sign up for this class, you can return to this window and increase the number in this field to 5. Keep in mind that, in accordance with PDP program requirements, the Training Portal will never allow you to enter a number larger than 8 in this field for MAT trainings, 12 for Health & Safety trainings, or 15 for Emergency Medication Administration Overview trainings.
4. Click the drop-down arrow for the **Category** field and select **Classroom** or **Independent Study**.
*(For Health & Safety trainings, the only option in this field is **Classroom**.)*
5. Enter the **Cost**, **Start Date**, and **End Date** in the respective fields. You may also want to add information in the **Registration Contact** field to let interested providers know whom they should contact for information about registration.
6. Click [**Add Session**] in the menu bar in the lower part of the window.
*The **Class Dates**, **Start Time**, and **End Time** fields display. Remember, you entered the **Start Date** and **End Date** in the previous step, but you still need to specify the training session dates and times in this step.*

- Enter the **Class Date**, **Start Time** and **End Time** in the respective fields, then click the **Add** button.

*The class displays in the table in the lower part of the window. Notice the total class duration displays in the menu bar above the class list. If the total class duration hours are fewer than the number of hours associated with the course (displayed in green below the **Training Title** toward the top of this window), you need to add another class date until the total duration hours is at least equal to the course's associated hours. You can always schedule more time or sessions to complete the course (such as two class sessions of 5 hours each, for a total of 10 hours, or three class sessions of 3 hours each for a total of 9 hours, for an 8-hour MAT classroom training; or six 3-hour class sessions for a total of 18 hours for a 15-hour Health & Safety classroom training), but you **CANNOT** schedule less time (such as two class sessions of 3 hours each, for a total of 6 hours).*

Training Info

Training Org: Professional Development Program

Title: Medication Administration Training (MAT)
8 hours

Trainer: Lisa Anderson

Location: The Tower *
4 Tower Place, Albany, NY 12203

Capacity: 6 *

Category: Classroom *

Cost: \$ 125 *

Registration Contact: Tiffany VanDerKlydenhaal

Start Date: 10/9/2019 *

End Date: 10/9/2019 *

1 session with total duration 5 hours			Add Session
Start Date	End Date	Duration	Action
Oct 9, 2019 - 08:00 AM	Oct 9, 2019 - 01:00 PM	5 hours	✕

Submit and Schedule Cancel

- To add additional sessions for this training course, repeat Steps 6 and 7 above. When you have finished entering sessions for this training course, click the **Submit and Schedule** button.

The scheduling confirmation message displays. The class is automatically published to the EIP training calendar, where prospective training participants can find it on the ECETP website.

[Trainings](#) [New Schedule](#) [Applications](#) [Docs](#)

[Trainings](#) > [Manage Trainings](#) > [Schedule Training](#)

This training has been successfully SCHEDULED and published to the ECETP calendar.

Editing Scheduled Trainings

1. To *EDIT* a class after you've scheduled it (for example, if you need to change the class date or the maximum number of participants), click **Trainings>Manage Trainings** in the menu bar.

The Trainings>Manage Trainings window displays.

2. Click the scheduled class's name in the **Title** column on the far left side of the Scheduled Training List.

The Trainings>Manage Trainings>Edit Training window displays.

[Trainings](#) > [Manage Trainings](#) > [Edit Training](#)

Training Info

Title: Medication Administration Training (MAT)
8 hours

Trainer: Lisa Anderson

Location: The Tower
4 Tower Place, Albany, NY 12203

Capacity: *

Category: Classroom ▾ *

Cost: \$ *

Registration Contact:

Start Date: *

End Date: *

General Info

Scheduling Status: Scheduled

Create Date: 6/13/2019 1:15:59 PM

Modification Date: 6/20/2019 1:14:55 PM

Shareable Link to Apply

[Copy text](#)

2 sessions with total duration 10 hours			Add Session
Start Date	End Date	Duration	Action
Oct 4, 2019 - 08:00 AM	Oct 4, 2019 - 01:00 PM	5 hours	✕
Oct 6, 2019 - 08:00 AM	Oct 6, 2019 - 01:00 PM	5 hours	✕

3. Change the applicable class information and click **Save**.
*In this example, the trainer wants to change the **Start Date**, **End Date**, and individual class session dates. The save confirmation message displays.*
Note: If you change the Start Date and/or End Date fields, the class sessions in the list in the lower part of the window must be within the new date range; otherwise, the following message displays:

Message

All of classe dates should be in the training time frame as entered: 2019-10-07 - 2019-10-08

- To change the class sessions, you must click the **X** icon to delete original sessions that no longer apply, then click **[Add Session]** to add the new sessions that correspond to the new **Start Date** and **End Date** range.

The revised class sessions display in the list.

[Trainings](#) > [Manage Trainings](#) > [Edit Training](#)

Training Info

Title: Medication Administration Training (MAT)
8 hours

Trainer: Lisa Anderson

Location: The Tower
4 Tower Place, Albany, NY 12203

Capacity: *

Category: Classroom ▾*

Cost: \$ *

Registration Contact:

Start Date: *

End Date: *

General Info

Scheduling Status: **Scheduled**

Create Date: 6/13/2019 1:15:59 PM

Modification Date: 6/20/2019 1:14:55 PM

Shareable Link to Apply

<https://www.ecetp.pdp.albany.edu/mytraining/roster/RosterReg.aspx?TrainingID=24259>

[Copy text](#)

2 sessions with total duration 10 hours [Add Session](#)

Start Date	End Date	Duration	Action
Oct 4, 2019 - 08:00 AM	Oct 4, 2019 - 01:00 PM	5 hours	X
Oct 6, 2019 - 08:00 AM	Oct 6, 2019 - 01:00 PM	5 hours	X

- Click **Save** to save your changes.

*The save confirmation displays. Participants who are registered for the class will receive an automated email informing them of the revised class date(s), and the revised **Start Date** and **End Date** for the course will display on each participant's "My Activities" page on the ECETP website.*

Cancelling Scheduled Trainings

1. To **CANCEL** a scheduled training, click **Trainings>Manage Trainings**, then click the scheduled class's name in the **Title** column on the far left side of the list.
The Trainings>Manage Trainings>Edit Training window displays.

[Trainings](#) > [Manage Trainings](#) > [Edit Training](#)

Training Info

Title: Medication Administration Training (MAT)
8 hours

Trainer: Lisa Anderson

Location: The Tower
4 Tower Place, Albany, NY 12203

Capacity: 6

Category: Classroom

Cost: \$125

Reg Contact: Tiffany VanDerKlydenhaal

Start Date: 10/07/2019

End Date: 10/08/2019

General Info

Scheduling Status: Scheduled

Create Date: 7/25/2019 4:39:24 PM

Modification Date: 7/25/2019 4:39:24 PM

Shareable Link to Apply
<https://www.ecetp.pdp.albany.edu/mytraining/roster/RosterReg.aspx?TrainingID=24611> Copy text

2 sessions with total duration 10 hours [Add Session](#)

Start Date	End Date	Duration	Action
Oct 7, 2019 - 08:00 AM	Oct 7, 2019 - 01:00 PM	5 hours	×
Oct 8, 2019 - 08:00 AM	Oct 8, 2019 - 01:00 PM	5 hours	×

[Save](#) [Cancel](#)

2. Click the **Cancel** button in the upper right corner.
The following message displays:

Message

Are you sure you want to **CANCEL** this training? You cannot undo this action.

[Yes](#) [No](#)

3. Click the **Yes** button.
The cancellation confirmation message displays.

Message

The training has been **CANCELED** successfully.

[Close](#)

3. Click the **Close** button.
*Participants who are registered for the class will receive an automated email informing them of the class cancellation, and the **Training Status** for the course will display "Canceled" on each participant's "My Activities" page on the ECETP website.*
NOTE: Remember to cancel classes at least three (3) days before the first session date for that class.

Training Rosters

When prospective participants go to the ECETP website to find training, they will see any scheduled trainings that fit the search parameters they have selected (date range, program type [e.g., MAT, Health & Safety], course type, region, OCFS topic areas, Core Body of Knowledge topic areas, and/or keywords). In the example below, a prospective participant is searching for MAT training occurring on or after October 1, 2019 in the Albany region:

The screenshot shows the ECETP website search interface. At the top is a navigation bar with links: Home, About, e-Learning, Scholarships/Grants, Health & Safety, MAT, Webcast, Become a Trainer, Find, Resources. Below this is a search box with the text "Keywords: (any title, organization, trainer, ZIP code, city, county)".

Below the search box are several filter sections:

- Date:** Start: 10/1/2019, End: [empty]
- Region:** Albany, Buffalo, Long Island, New York City, Rochester, Syracuse, Spring Valley
- OCFS Topic Areas:** 1. Principles of Childhood Development, 2. Nutrition and Health, 3. Child Care Program Development, 4. Safety and Security, 5. Business Records, 6. CA/M ID and Prevention, 7. Child Care Statutes and Regs, 8. CA/M Statutes and Regs, 9. Shaken BaSyndrome
- Core Body of Knowledge:** 1. Child Growth and Development, 2. Family and Community Relationships, 3. Observation and Assessment, 4. Environment and Curriculum, 5. Health, Safety, and Nutrition, 6. Professionalism and Leadership, 7. Administration and Management
- Modality:** Day Care Center/Head Start, Group Family Day Care, Family Day Care, School Age Child Care
- Program:** EIP, Health & Safety, MAT (checked), e-Learning, Webcast, PDP Pyramid Model
- Type:** --Any--

Below the filters, a blue bar indicates "10 Trainings have been found" and "Sort by: Earliest". A table shows the results:

Title	Organization	Trainer	Dates	Location
Medication Administration Training (MAT) Classroom 6 seats left		Lisa Anderson	Begins Oct 4, 2019 Ends Oct 6, 2019	4 Tower Place, Albany, NY 12203

The prospective participant can click on the course title in the table to view detailed information about the class:

The screenshot shows the detailed training specification page for "Medication Administration Training (MAT)".

Training Specification

Medication Administration Training (MAT)

MAT Classroom

This competency-based 8-hour course provides specific instruction on safely administering medication to children in child care programs. Successful completion of this course is required for an individual to administer medication in a child day care program. This is the only course approved by NYS OCFS for this purpose.

OCFS Topics:
2. Nutrition and Health, 7. Child Care Statutes and Regs, 4. Safety and Security

Core Body of Knowledge:
5. Health, Safety and Nutrition

Total Cost: \$125.00
Total Hours: 8 hours
Capacity: 6 seats
Trainer: Lisa Anderson
Reg Contact: Tiffany VanDerKlydenhaal

Location: The Tower
4 Tower Place, Albany, NY 12203

It begins **Oct 4, 2019** ends **Oct 6, 2019**

Start Date	End Date	Duration
Oct 4 - 08:00 AM	Oct 4 - 01:00 PM	5 hours
Oct 6 - 08:00 AM	Oct 6 - 01:00 PM	5 hours

Buttons: Close this Window, Apply for this training

Prospective participants who want to attend this training would click the **Apply for this training** button. If they want to return to the previous list of trainings, they would click **Close this Window**. Individuals must have an ECETP account to apply for trainings.

Processing Participant Training Applications

When a prospective participant applies for one of your classes, the database automatically sends you an email. You then need to manage the roster for your training in the Training Portal.

1. Click **Trainings>Manage Trainings** in the menu bar.

The Trainings>Manage Scheduled Training window displays. New participant training applications will display in orange text under the course title for that particular class.

Trainings > Manage Trainings Download Sheet

Trainings begin: and end:
Training Org:
Status: Type:
Regions: Albany Buffalo Long Island New York City Rochester Syracuse Spring Valley
Program Area: EIP Health & Safety MAT

20 Trainings, 13 Scheduled, 7 Canceled Sort by: Most Recent Created

Title	Training Org	Trainer	Location	Cost	Start Date	End Date	Action
Medication Administration Training (MAT)		Lisa Anderson	4 Tower Place, Albany, NY 12203	\$125	Oct 4, 2019	Oct 6, 2019	
1 NEW applied							
6 seats left							

2. Click on the orange people icon [“1 NEW applied” in this example].

*The Trainings>Manage Trainings>Provider Rosters window displays. Participant information pre-fills based on the information prospective participants entered in their ECETP accounts. Each participant’s respective class registration status displays in the **Status** column.*

Trainings > Manage Trainings > Provider Rosters Print

Training Title: Medication Administration Training (MAT)
Duration: Starts October 4, 2019 ends October 6, 2019
Trainer: Lisa Anderson
First Name: Last Name:
Username:

1 Providers

Provider	Username/Email	Status	Create Date
Dora Anderson	deanderson@albany.edu	Submitted	3 min ago

3. Click on the provider’s name to see more information about that provider and to change the provider’s status.

*The Trainings>Manage Trainings>Provider Rosters>Provider Info window displays. You can also change the provider’s status directly on the Trainings>Manage Trainings>Provider Rosters window by clicking on the provider’s corresponding entry in the **Status** column.*

- To confirm the provider’s application and formally register the provider for the class, click the drop-down arrow in the **Status** field and select **Registered**.
Once you have registered the participant, the provider’s status on the roster changes from “Submitted” to “Registered”.
*If you need to decline the provider’s application, select **Decline**. You might need to decline an application because your class is full or because you discovered after contacting the provider that (s)he accidentally signed up for the wrong class.*
Participants receive an automated e-mail whenever status changes have been made to their account.

[Trainings](#) > [Manage Trainings](#) > [Provider Rosters](#)



Training Title: Medication Administration Training (MAT)

Duration: Starts October 4, 2019 ends October 6, 2019

Trainer: Lisa Anderson

First Name: Last Name:


Username:

1 Providers			
Provider	Username/Email	Status	Create Date
Dora Anderson	deanderson@albany.edu	Registered	7 min ago

- Repeat steps 3 and 4 for any other submitted applications, as necessary.



Printing the Training Roster

1. Click **Trainings>Manage Trainings** in the menu bar.
The Trainings>Manage Trainings window displays.



Trainings > Manage Trainings  Download S


Trainings begin: and end:
Training Org:
Status: Type:
Regions: Albany Buffalo Long Island New York City Rochester Syracuse Spring Valley
Program Area: EIP Health & Safety MAT

20 Trainings, 13 Scheduled, 7 Canceled Sort by: Most Recent Creat

Title	Training Org	Trainer	Location	Cost	Start Date	End Date
Medication Administration Training (MAT) MAT  	-	Lisa Anderson	4 Tower Place, Albany, NY 12203	\$125	Oct 4, 2019	Oct 6, 2019

2. Click the orange people icon  under the specific training class title.
The Trainings>Manage Trainings>Provider Rosters window displays.

Trainings  Applications 

Trainings > Manage Trainings > Provider Rosters  Print

Training Title: Medication Administration Training (MAT)
Duration: Starts October 4, 2019 ends October 6, 2019
Trainer: Lisa Anderson
First Name: Last Name:
Username:

1 Providers

Provider	Username/Email	Status	Create Date
Dora Anderson	deanderson@albany.edu	Registered	10 min ago

3. Click the **Print** button on the far right end of the menu bar at the top of the Providers list.
*The training roster displays and the Print dialog box opens. Select the appropriate printer, if necessary, and click the **Print** button.*
The training roster includes a checkbox for verifying the participant's ID and a signature space for the participant to sign.

Submitting the Training Roster

When the training is finished, you need to update your roster in the Training Portal accordingly, indicating whether participants passed, failed, or were incomplete, or to indicate that a registered participant did not attend the training.

1. Click **Trainings>Manage Trainings** in the menu bar.
The Trainings>Manage Trainings window displays.

Trainings > Manage Trainings Download

Trainings begin: and end:


Training Org:

Status: Type:

Regions: Albany Buffalo Long Island New York City Rochester Syracuse Spring Valley

Program Area: EIP Health & Safety MAT

21 Trainings, 13 Scheduled, 8 Canceled							Sort by: Most Recent
Title	Training Org	Trainer	Location	Cost	Start Date	End Date	
Medication Administration Training (MAT) MAT 2 registered 1 seat left	Professional Development Program	Lisa Anderson	4 Tower Pl, Albany, NY 12203	\$85	Jun 14, 2019	Jun 14, 2019	

2. Click the orange people icon  under the training class title whose roster you want to view.
The Trainings>Manage Trainings>Provider Rosters window displays.

Trainings > Manage Trainings > Provider Rosters

Training Title: Medication Administration Training (MAT)

Duration: Starts June 14, 2019 ends June 14, 2019

Trainer: Lisa Anderson

First Name: Last Name:

Username:

3 Providers		
Provider	Username/Email	Status
Caroline Benoit	cbenoit@albany.edu	Registered
Katie LeClair	Kleclair@albany.edu	Declined
Dora Anderson	deanderson@albany.edu	Registered

3. In the **Status** column, click on each participant's status and update it accordingly:
- Passed
 - Failed
 - Incomplete: for participants who did not complete the course; this includes someone who needs to come back for a second try at the written test or skills competency testing.
 - No Show

[Trainings](#) > [Manage Trainings](#) > [Provider Rosters](#)


Training Title: Medication Administration Training (MAT)

Duration: Starts June 14, 2019 ends June 14, 2019

Trainer: Lisa Anderson

First Name: Last Name:

Username:

3 Providers		
Provider	Username/Email	Status
Caroline Benoit	cbenoit@albany.edu	Incomplete
Katie LeClair	Kleclair@albany.edu	Declined
Dora Anderson	deanderson@albany.edu	Passed  Certificate

Printing Participant Certificates

As soon as you have updated a participant's status to "Passed," an automated e-mail is sent to the participant. That participant can then log in to his/her ECETP account to download and print the training certificate. If a participant does not have access to a printer, you may want to print the training certificate and send it to the provider.

1. Click **Trainings>Manage Trainings**.
The Trainings>Manage Trainings window displays.
2. Click the orange text below the training class the participant attended.
The Trainings>Manage Trainings>Provider Rosters window displays.

[Trainings](#) > [Manage Trainings](#) > [Provider Rosters](#)


Training Title: Medication Administration Training (MAT)

Duration: Starts June 14, 2019 ends June 14, 2019

Trainer: Lisa Anderson

First Name: Last Name:

Username:

3 Providers		
Provider	Username/Email	Status
Caroline Benoit	cbenoit@albany.edu	Incomplete
Katie LeClair	Kleclair@albany.edu	Declined
Dora Anderson	deanderson@albany.edu	Passed  Certificate

3. Click the **Certification** link displayed below "Passed" in the participant's **Status** column.
*The certificate displays as a PDF document. Click the **Print** button in the Acrobat Reader or web browser window to print the certificate.*

Frequently Asked Questions

Q: How do I handle walk-ins?

A: You can write walk-ins at the bottom of your printed roster and have participants register for the training class in the ECETP training calendar later. Participants must have an ECETP account, so you may need to guide a new participant through creating an ECETP account and registering for your training after the fact.

Q: What do I do with my MAT or Health & Safety Trainer seal?

A: Keep your seal, in case you need to reissue a certificate to a participant for a class that pre-dates this process (generally, prior to May 1, 2017). MAT and Health & Safety Trainers who became certified after April 1, 2017, do not have seals, since all of their training rosters are entered into the Training Portal.

Q: Do I still need to keep the hard-copy roster after I have submitted the electronic roster in the Training Portal?

A: You need to keep rosters for at least seven (7) years. You can keep the hard-copy roster and/or scan it and save it electronically, if you prefer. You also need to keep the MAT Participant Competency Record or Health & Safety Training Competency Chart for seven (7) years.

Q: What if a training participant doesn't have access to a printer and therefore can't print his/her training certificate?

A: You can print the participant's training certificate from the finalized roster and send it to the participant.

Q: Is there a video available that will show me how to use the Training Portal?

A: Yes. You can view the pre-recorded webinar about using the PDP Training Portal from the respective trainer page on the PDP website:

- MAT: www.ecetp.pdp.albany.edu/downloadfiles/trainers/MAT/mattrainer.shtm*
- H&S: www.ecetp.pdp.albany.edu/downloadfiles/trainers/HS/hstrainer.shtm*