

Prospective Community Provider Certification Orientation

Phase 2



REGISTRATION PACKET & INFORMATION — JANUARY 22-23, 2025

Includes Registration Applications for

Mental Health and Substance Use Services (MHSU) and Developmental Disabilities Services (DD)



Alabama Department
of Mental Health
connecting mind and wellness



REGISTRATION INFORMATION

Prospective Community Provider Certification Orientation (Phase 2)

JANUARY 22 - 23, 2025

According to Alabama law, any community program providing services to people living with developmental disabilities, mental illnesses, and/or substance use disorders, must be certified by the Alabama Department of Mental Health prior to providing services. To become certified, prospective providers must go through a multi-phase orientation and application process.

Prospective Community Provider—Certification Orientation (Phase 2) **will be conducted as a webinar, requiring computer access to attend.** This event is not held in person. Please read this registration packet carefully prior to submitting. Be sure to use the correct application when registering.



ZOOM WEBINAR REGISTRATION & DATES INFORMATION



The next *Prospective Community Provider—Certification Orientation (Phase 2)* for **Mental Health and Substance Use Services (MHSUS) and Developmental Disabilities Services (DD)** will be hosted via webinar.

YOU ARE REQUIRED TO ATTEND THE ORIENTATION WEBINAR AND SERVICE AREA WEBINAR IN THEIR ENTIRETY. WEBINARS WILL BE HELD VIA ZOOM.

SCHEDULE IS AS FOLLOWS:

Wednesday, January 22, 2025 — 10:00 am until 1:30 pm
(Administrative Orientation webinar for DD and MHSU)*

Thursday, January 23, 2025— 10:00 am until 12:30 pm (DD Service Area webinar)
Thursday, January 23, 2025— 1:00 pm until 4:00 pm (MHSUS Service Area webinar)

DEADLINE January 15, 2025 * Must be in the ADMH Staff Development Office on this date ****

The deadline for **receipt** of completed registration materials in the ADMH Staff Development Office is **Wednesday, January 15, 2025** (Postmark date does **not** apply). Hand-delivered registration packets are **not** accepted. Registration materials will be available on the ADMH website until **Tuesday, January 14, 2025** or until the capacity for each service area has been met. **Packages arriving after the deadline or not accepted because of capacity limitations will be returned.** Your attendance will be verified. It is the responsibility of the Prospective Provider to ensure appropriate technology access to successfully participate in the *Community Provider—Certification Orientation (Phase 2)* webinar.

ACCOMMODATIONS

Alabama Department of Mental Health will take all reasonable steps to ensure that Americans with disabilities are given equal and reasonable opportunity to participate in training coordinated through Staff Development. To better serve your needs, please indicate accommodations requested by emailing StaffDevelopment.DMH@mh.alabama.gov by **January 3, 2025.**

Need more information about Phase 1 & Phase 2 ?

Please review our [Frequently Asked Questions](#) and [Additional Information](#) for Prospective Providers [here](#).



DIVISION OF DEVELOPMENTAL DISABILITIES (DD)

Wednesday, January 22, 2025

Administrative Orientation Webinar*

10:00 am until 1:30 pm

This presentation will include information on Certification, Life Safety, and Nurse Delegation

Thursday, January 23, 2025

Service Area Webinar*

10:00 am until 12:30 pm

Developmental Disability Services (DD)

***You are required to attend the orientation webinar and service area webinar in their entirety.**

MENTAL HEALTH AND SUBSTANCE USE SERVICES (MHSUS)

Wednesday, January 22, 2025

Administrative Orientation Webinar*

10:00 am until 1:30 pm

This presentation will include information on Certification, Life Safety, and Nurse Delegation

Thursday, January 23, 2025

Service Area Webinar*

1:00 pm until 4:00 pm

Mental Health and Substance Use Services (MHSUS)

***You are required to attend the orientation webinar and service area webinar in their entirety.**

MAIL THESE THREE ITEMS IN ORDER TO REGISTER FOR PHASE 2.

1. A completed **application** for the service area you are interested in.
2. A valid **Phase 1 Certificate**.
3. Valid form of **payment** in the amount of \$100 (money order or cashier's check **made payable to ADMH or Alabama Department of Mental Health**). There must be a **separate** payment for **each** application. **Multiple application fees in one money order or cashier's check will not be accepted.**

PLEASE READ

Service Population & Registration – Make sure you are submitting the appropriate registration packet for the service population you wish to serve. A description of the service populations can be found on the 'Frequently Asked Questions' in this registration packet and in the Phase 1 Orientation that you completed online. Once registration for a service area (DD or MHSU) has closed, DO NOT register for the other if it is not the service area you are interested in. Each service area has separate requirements that must be met prior to certification. **Valid Phase 1 Certificate** – You must complete the online Prospective Community Provider- Certification Orientation (Phase 1– Online). You may take this course online at <http://admh.academy.reliaslearning.com/>. Include the certificate with your registration packet. Be advised that your Phase 1 certificate expires one (1) year from the date of course completion. Attach the certificate of completion with your registration form and payment. **Valid Registration Form** – You must use the current registration form dated for this event. **Do not resend or attempt to register using previous Phase 2 registration packets or forms.** Mail registration materials (including payment and Phase 1 Certificate) to the address on the registration application. **PAYMENT OF POSTAGE, MAILING, ETC. IS THE RESPONSIBILITY OF THE PROSPECTIVE PROVIDER, NOT ADMH.** **Registration Confirmation & Payments** – Your registration will be confirmed by email once your **registration form, Phase 1 certificate of completion** (completed in the last year), and **non-refundable registration fee** (\$100 money order or cashier's check per application **made payable to ADMH or Alabama Department of Mental Health**) have been received. *There must be a separate payment for each application. Multiple application fees in one money order or cashier's check will not be accepted.* **DO NOT SUBMIT PERSONAL CHECKS OR BUSINESS CHECKS.** Please provide an email address that you check regularly. Refunds will not be made for cancellations or for technology issues experienced by the participant that are outside the control of ADMH. This orientation is **not** approved for continuing education. Please save a copy of this registration form/packet for reference. **Webinar access** – Confirmed, registered individuals will receive log-on information the Friday before the scheduled event through the registration email address provided. **One email address** should be used for **each person/each application**. **Do not use one email address for multiple registration packets.** If you do not receive your webinar invites at least two business days before the Phase 2 webinar begins, check your "spam/junk" folder first. Then contact Staff Development as soon as possible if you still cannot locate the email. **System/Operating Requirements** – ADMH is not responsible for technology issues experienced by the participant that are outside the control of ADMH. To successfully participate in the *Community Provider—Certification Orientation (Phase 2)* webinar, your computer access should meet **Zoom minimum requirements**. **For more information on system requirements, supported operating systems, and web browsers, visit [Zoom.com](https://zoom.us).** **Attendance & Limitations** – **You are required to attend the orientation webinar and service area webinar in their entirety.** To ensure equitable access to registration for prospective providers across the state, we will **NOT accept hand-delivered** registration packets for the Prospective Community Provider – Certification Orientation (Phase 2). Your Registration is first received/first registered based on delivery receipt. **Registration materials will be available on the ADMH website until the day before registration closes or until the capacity for each service area has been met. Packages arriving after the deadline or not accepted because of capacity limitations will be returned.** **Verification of Phase 2 Attendance** – Certificates of completion will be sent to your registered email address the *next Friday after* the event, once your attendance is confirmed. **Changes to Service Areas cannot be made once your application has been processed and webinar information has been sent. ADMH is not responsible for registration packets received after the deadline. It is the responsibility of the prospective provider to ensure registration materials arrive prior to the deadline.**



Developmental Disability (DD) — Registration Form Prospective Community Provider Certification Orientation (Phase 2)

JANUARY 22 - 23, 2025 Itinerary

Wednesday, January 22, 2025 10:00 am until 1:30 pm (Administrative Orientation webinar)*
Thursday, January 23, 2025 10:00 am until 12:30 pm (DD Service Area webinar)

*YOU ARE REQUIRED TO ATTEND THE ORIENTATION WEBINAR AND SERVICE AREA WEBINAR IN THEIR ENTIRETY. WEBINARS WILL BE HELD VIA ZOOM.

PARTICIPANT INFORMATION — PLEASE TYPE

Handwritten applications will not be processed.

Name: _____
Agency Name: _____
Address: _____
City, State _____ State: _____
Zip Code _____
Telephone #: _____
Fax # _____
Email: (required) _____

Mailing Address	
Address: _____	_____
City, State _____	State: _____
Zip Code _____	_____
Telephone #: _____	_____

One email address should be used for each person/each application. Do not use one email address for multiple registration packets. The email listed on your registration will be used to send registration confirmation, webinar information, verify attendance, and distribute a certificate of attendance that is required to apply for provider certification. PLEASE ENSURE THAT THE EMAIL YOU PROVIDE IS ACCURATE, ONE YOU CHECK FREQUENTLY, AND THE ONE YOU PLAN TO USE THE DAY OF THE WEBINARS.

SELECT ONE AREA OF INTEREST FOR DD	<input type="checkbox"/> Subcontractor <input type="checkbox"/> Specialized Vendor <input type="checkbox"/> Residential Services <input type="checkbox"/> Day Habilitation <input type="checkbox"/> Community Services
SELECT ONLY ONE	

Please READ items below and check the boxes after reading.

I understand I am registering for Developmental Disabilities Services (DD) for this Phase 2 Session.	<input type="checkbox"/> Yes, I understand.
I understand that I must attend the Orientation webinar <u>and</u> the appropriate Service Area webinar in order to receive a certificate of attendance for Phase 2.	<input type="checkbox"/> Yes, I understand.
I have read this entire registration packet, including all of the notes for participation and registration.	<input type="checkbox"/> Yes, I have read.
I have included a valid form of payment (information is filled in and signed where applicable) for my registration fee (\$100.00 per participant, per registration form. Multiple application fees in one money order or cashier's check will <u>not</u> be accepted.)	<input type="checkbox"/> Yes, I have included valid items.
I have included a valid Phase 1 certificate <u>and</u> a valid registration form.	<input type="checkbox"/> Yes, I have included valid items.

PLEASE READ **Service Population & Registration** – Make sure you are submitting the appropriate registration packet for the service population you wish to serve. A description of the service populations can be found on the 'Frequently Asked Questions' in this registration packet and in the Phase 1 Orientation that you completed online. Once registration for a service area (DD or MHSU) has closed, DO NOT register for the other if it is not the service area you are interested in. Each service area has separate requirements that must be met prior to certification. **Valid Phase 1 Certificate** – You must complete the online Prospective Community Provider- Certification Orientation (Phase 1– Online). You may take this course online at <http://admh.academy.reliaslearning.com/>. Include the certificate with your registration packet. Be advised that your Phase 1 certificate expires one (1) year from the date of course completion. Attach the certificate of completion with your registration form and payment. **Valid Registration Form** – You must use the current registration form dated for this event. Do not resend or attempt to register using previous Phase 2 registration packets or forms. Mail registration materials (including payment and Phase 1 Certificate) to the address on the registration application. **PAYMENT OF POSTAGE, MALING, ETC. IS THE RESPONSIBILITY OF THE PROSPECTIVE PROVIDER, NOT ADMH.** **Registration Confirmation & Payments** – Your registration will be confirmed by email once your registration form, Phase 1 certificate of completion (completed in the last year), and non-refundable registration fee (\$100 money order or cashier's check per application made payable to ADMH or Alabama Department of Mental Health) have been received. There must be a separate payment for each application. Multiple application fees in one money order or cashier's check will not be accepted. DO NOT SUBMIT PERSONAL CHECKS OR BUSINESS CHECKS. Please provide an email address that you check regularly. Refunds will not be made for cancellations or for technology issues experienced by the participant that are outside the control of ADMH. This orientation is **not** approved for continuing education. Please save a copy of this registration form/packet for reference. **Webinar access** – Confirmed, registered individuals will receive log-on information the Friday before the scheduled event through the registration email address provided. **One email address should be used for each person/each application. Do not use one email address for multiple registration packets.** If you do not receive your webinar invites at least two business days before the Phase 2 webinar begins, check your "spam/junk" folder first. Then contact Staff Development as soon as possible if you still cannot locate the email. **System/Operating Requirements** – ADMH is not responsible for technology issues experienced by the participant that are outside the control of ADMH. To successfully participate in the *Community Provider—Certification Orientation (Phase 2)* webinar, your computer access should meet [Zoom minimum requirements](#). For more information on system requirements, supported operating systems, and web browsers, visit [Zoom.com](#). **Attendance & Limitations** – You are required to attend the orientation webinar and service area webinar in their entirety. To ensure equitable access to registration for prospective providers across the state, we will **NOT accept hand-delivered** registration packets for the Prospective Community Provider – Certification Orientation (Phase 2). Your Registration is first received/first registered based on delivery receipt. Registration materials will be available on the ADMH website until the day before registration closes or until the capacity for each service area has been met. Packages arriving after the deadline or not accepted because of capacity limitations will be returned. **Verification of Phase 2 Attendance** – Certificates of completion will be sent to your registered email address the next Friday after the event, once your attendance is confirmed. **Changes to Service Areas cannot be made once your application has been processed and webinar information has been sent. ADMH is not responsible for registration packets received after the deadline. It is the responsibility of the prospective provider to ensure registration materials arrive prior to the deadline.**

DO NOT EMAIL, FAX, OR HAND DELIVER APPLICATIONS— MAIL the Registration Form, Phase 1 - Certificate of Completion, and a Registration Fee to:

Alabama Department of Mental Health
Attention: Office of Staff Development
100 N. Union Street, Suite 480
Montgomery, AL 36104
PHONE: 334-242-3177

OR

Alabama Department of Mental Health
Attention: Office of Staff Development
P.O Box 301410 Montgomery, AL 36130
PHONE: 334-242-3177



Mental Health and Substance Use Services (MHSUS) —Registration Form
Prospective Community Provider Certification Orientation (Phase 2)
JANUARY 22 - 23, 2025 Itinerary

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PARTICIPANT INFORMATION — PLEASE TYPE

Handwritten applications will not be processed.

Name: _____
 Agency Name: _____
 Address: _____
 City, State _____ State: _____
 Zip Code _____
 Telephone #: _____
 Fax # _____
Email: (required) _____

Mailing Address
 Address: _____
 City, State _____ State: _____
 Zip Code _____
 Telephone #: _____

One email address should be used for each person/each application. Do not use one email address for multiple registration packets. The email listed on your registration will be used to send registration confirmation, webinar information, verify attendance, and distribute a certificate of attendance that is required to apply for provider certification. PLEASE ENSURE THAT THE EMAIL YOU PROVIDE IS ACCURATE, ONE YOU CHECK FREQUENTLY, AND THE ONE YOU PLAN TO USE THE DAY OF THE WEBINARS.

SELECT ONE AREA OF INTEREST FOR MHSUS SELECT ONLY ONE

Mental Illness Services Substance Use Disorder (Treatment) Substance Use Disorder (Prevention)

Please READ items below and check the boxes after reading.

I understand I am registering for Mental Health/Substance Use Services (MHSUS) for this Phase 2 Session.	<input type="checkbox"/> Yes, I understand.
I understand that I must attend the Orientation webinar <u>and</u> the appropriate Service Area webinar in order to receive a certificate of attendance for Phase 2.	<input type="checkbox"/> Yes, I understand.
I have read this entire registration packet, including all of the notes for participation and registration.	<input type="checkbox"/> Yes, I have read.
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 Montgomery, AL 36104
 PHONE: 334-242-3177

OR

Alabama Department of Mental Health
 Attention: Office of Staff Development
 P.O Box 301410 Montgomery, AL 36130
 PHONE: 334-242-3177