

How to Search and Register for Courses on hivtrainingny.org

Option 1: Searching for Courses using the Course List tab

This option can be used when browsing for courses without a specific course title or date.

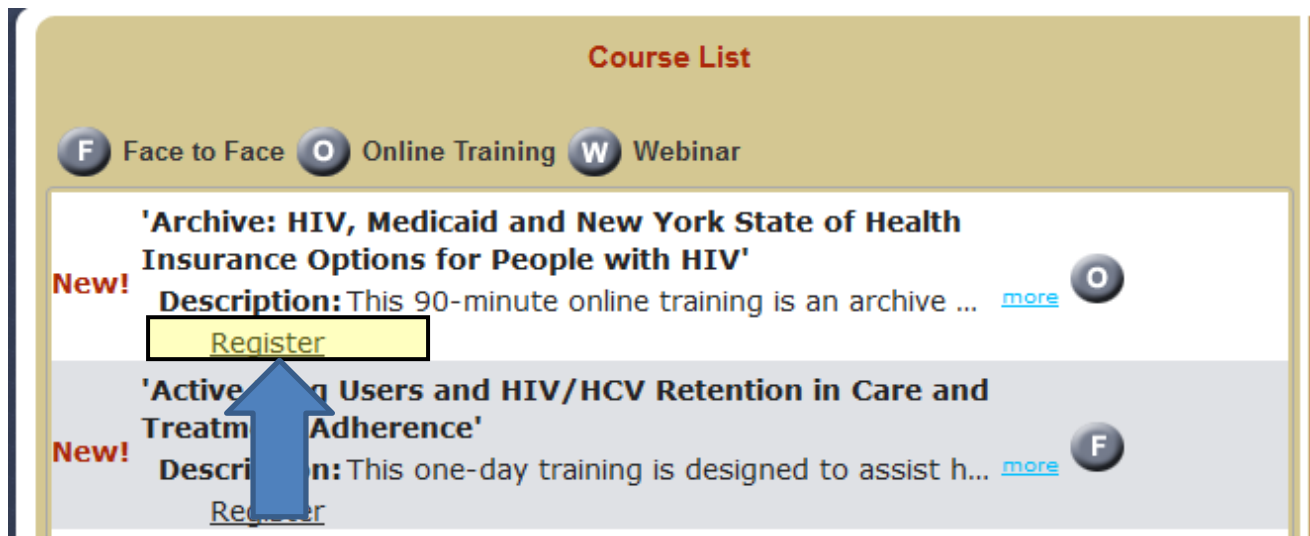
1. Log-in to hivtrainingny.org.
2. Select the **Course List** tab at the top of the page.



3. The latest courses added to the site will appear first (marked as **New!**).

*Note: If a course is not listed or is marked as “**Coming Soon**”, it is not currently scheduled.*

4. To see a list of available dates/locations for a particular course, select the **Register** hyperlink beneath the course title.



5. The **Register for a Course** page will load. This page displays all dates and locations associated with that particular course.
6. Courses will display in date order from oldest to newest.
Note: Online trainings may have much older dates as they are always available.
7. To register for a course, click on the **Select** hyperlink next to the course title.

Register For a Course

Use search features to find your course

Course Title: _____ Region: - All Regions - Category: - All Categories - From: 02/28/2014 To: 01/01/9999
 Site: - All Sites - Training Format: - All Formats - Search

Course List

Course Title	Course Date	Region	Training Format
* Active Drug Users and ... more NDR/	03/06/2014	New York City	Face To Face Select
* Active Drug Users and ... more Cicatelli Associates Inc.	03/07/2014	Capital & Nort...	Face To Face
* Active Drug Users and ... more Center for Health & Behavioral Training	03/20/2014	Finger Lakes	Face To Face
* Active Drug Users and ... more Cicatelli Associates Inc.	03/20/2014	New York City	Face To Face Select

Course Links
 Take a Course
 My Courses

Home Links
 About Us
 News Bulletins
 FAQs
 Contact Us
 HIVET@health.state.ny.us
 (518)-474-3045

Training Calendar
 next 30 days

8. This will load a page with detailed course information including the date, location and any other relevant information.

Please confirm the course you just selected to register.
 (Click submit button at the bottom of screen)

Course Title: Voices of Faith Part II: Faith Communities Response to HIV/AIDS

Description: These 5 brief video segments are the second half in Voices of Faith, featuring faith leaders from many traditions. The purpose of these videos is to share information about how faith communities are addressing HIV prevention, support and care efforts with their congregations and communities. Below is the listing of the various video segments.

Video #6: Reverend Robert Perelli talks about his many years at AIDS Family Services in Buffalo and provides insight about what it takes to compassionately "stand beside" people living with HIV and their families.

Video #7: Rabbis discuss the importance of providing HIV prevention information to their congregations. including an interview with Rabbi Avelet

Course Links
 Take a Course
 My Courses

Home Links
 About Us
 News Bulletins
 FAQs
 Contact Us
 HIVET@health.state.ny.us
 (518)-474-3045

9. To register for a course, click on **Submit** at the bottom of the page.
10. A page will load with registration completion information. A confirmation email will also be sent to the registered email address.



11. Course information is always available under the **My Courses** link under the **Course Links** header on the right hand side of the page.

Note: Check your email regularly for any updates on course specific information.

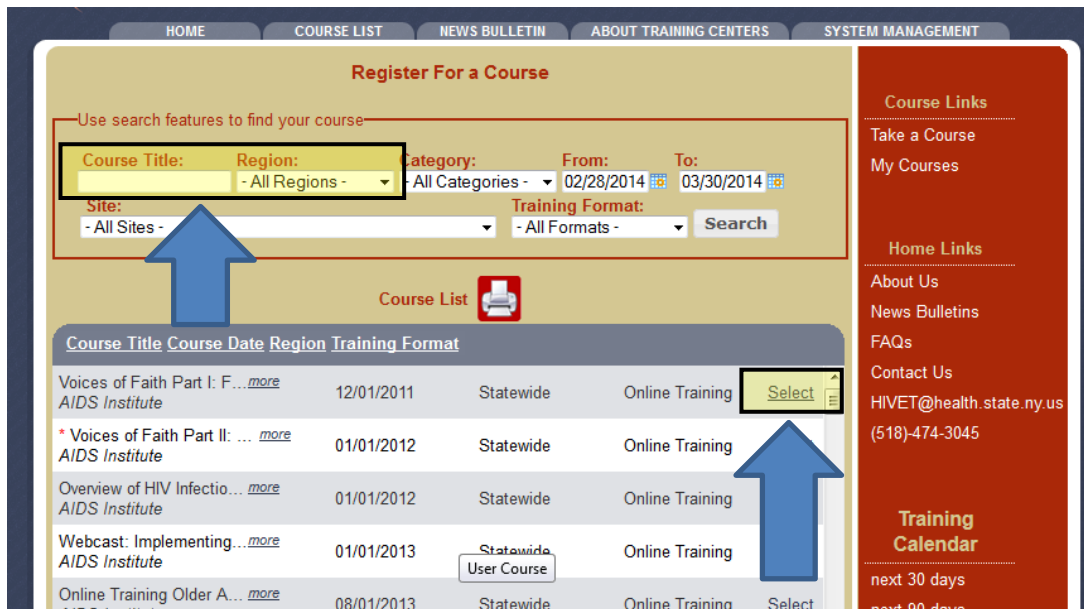
Option 2: Searching for Courses Using the Take a Course Search Page

This option can be used when searching for a specific course with a particular date or location needed.

1. Log-in to hivtrainingny.org
2. Select the **Course List** tab at the top of the page.
3. To the far right, click on **Take a Course** under the **Course Links** header.



4. The **Register for a Course** page will load. The first part of the page displays options for searching for a specific course including searching by course title, region, category, date, course center/site, and format.
 - a. The **Course Title** search box allows for title keywords to be used. For example, to find a course related to prevention, type the word “prevention” into the **Course Title** box. This will display all courses with the word “prevention” in the course title.
 - b. To filter by location, select an option from the **Region** drop-down.



12. Courses will display in date order from oldest to newest.

Note: Online trainings may have much older dates as they are always available.

13. Click on the **Select** hyperlink next to the course title. This will load a page with detailed course information including the date, location and any other relevant information.



14. To register for a course, click on **Submit** at the bottom of the page.

15. A page will load with registration completion information. A confirmation email will also be sent to the registered email address.

16. Course information is also always available under the **My Courses** link under the **Course Links** header.

Note: Check your email regularly for any updates on course specific information.

Option 3: Searching for Courses Using the About Training Centers tab

This option can be used when searching for courses near a specific location.

1. Log in to hivtrainingny.org
2. Click on the **About Training Centers** tab at the top of the page.

The AIDS Institute funds both Regional Training Centers (RTC's) and Centers of Expertise (COE's) The Regional Training Centers (RTCs) are organized by region. Each region offers courses in a specific area of NYS. The Centers of Expertise (COEs) are organized by expertise area and may offer courses in any area of NYS.

3. To find a training center near you, select the region that is appropriate to your location.

Welcome to the Online Registration System for NYS AIDS Institute Training Centers

Training Centers

Regional Training Centers (RTCs) deliver trainings in their specific geographical region throughout New York State:

- [New York City](#)
- [Long Island](#)
- [Mid-Hudson](#)
- [Capital District & North Country](#)
- [Central & Southern Tier](#)
- [Finger Lakes](#)
- [Western](#)

Centers of Expertise (COEs) are designated as experts in a specific topic area and offer specialized trainings. The Centers of Expertise provide training on the topics listed below:

- [Sexual Health & Gender Identity](#)
- [Aging & HIV, STIs and Viral Hepatitis](#)
- [Managing Patients with Co-occurring Disorders of Substances Use, Mental Health, and Trauma](#)
- [Case Management](#)
- [Legal](#)
 - [Empire Justice](#)

4. A popup screen appears which gives a listing of the Training Centers in that region. For a listing of courses being conducted by that training center, select the **Click here** hyperlink next to the **Site Courses** text.

Training Center

Training Center: [Cicatelli Associates Inc.](#)
Site Courses: [Click here](#)
Contact: Ida Colon
ida@cicatelli.org
212-594-7741 Ext: 288
Address: 505 Eighth Ave
16th Fl, Suite 1601
New York, NY 10018

Training Center: [NDRI](#)
Site Courses: [Click here](#)
Contact: Clyde Frederick
frederick@ndri.org
212-845-4400 Ext: 4403
Address: 71 West 23rd St.,
4th Fl
New York, NY 10010

5. This will load all of the available courses currently being offered by that site.



Cicatelli Associates Inc. Course List

F Face to Face **O** Online Training **W** Webinar

New! 'Archive: HIV, Medicaid and New York State of Health Insurance Options for People with HIV'
Description: This 90-minute online training is an archive ... [more](#) **O**
[Register](#)

New! 'Active Engaging Users and HIV/HCV Retention in Care and Treatment Adherence'
Description: This one-day training is designed to assist h... [more](#) **F**

Course Links
Take a Course
My Courses

Home Links
About Us
News Bulletins
FAQs

6. To register for a course, select the **Register** hyperlink beneath the course title.

7. Refer to steps 8-11 on page 2.