

FY25




SUP TRAINING CATALOG



PREVENTION FIRST

Substance Use Prevention Professional Development

PREVENTION FIRST  is a nonprofit organization dedicated to preventing teen drug use before it starts. Since 1980, Prevention First has provided training, technical assistance and resource materials to thousands of schools, community groups, parents and youth. We specialize in building the capacity of practitioners to address local substance misuse by assessing needs and selecting and implementing evidence-based programs, curricula and strategies. We also develop and implement media and communication campaigns designed to educate the public on substance-related issues.

MISSION

Prevention First advances efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness.

VISION

Prevention First is the leading organization for knowledge building and the dissemination of evidence-based prevention strategies. We believe that evidence-based approaches are the most effective paths to building communities and proactively support health and well-being.

We are primarily funded by the Illinois Department of Human Services. Additional funding is provided by the Illinois Department of Corrections, the Illinois Department of Transportation, private foundations, and individual donations.





OUR PROFESSIONAL DEVELOPMENT SERVICES include a vast array of training programs, learning opportunities, technical assistance and electronic resources aimed to increase the knowledge, skills and abilities of prevention professionals to effectively plan, implement and evaluate appropriate evidence-based strategies to address local substance-related problems. Our training and technical assistance services are designed to specifically meet the needs of IDHS SUPR Substance Use Prevention Program (SUPP) providers as well as Drug-Free Communities grantees in Illinois.

OUR PROFESSIONAL DEVELOPMENT RESOURCES include a wide variety of electronic resources that provide timely information about substance misuse prevention best practices and trends as well as SUPP-related program guidance.

RESOURCES INCLUDE, BUT ARE NOT LIMITED TO:

- ▶ **YOUTH PREVENTION EDUCATION EVIDENCE-BASED MODEL PROGRAM OVERVIEW** with links to all SUPP-approved Youth Prevention Education programs.
- ▶ **PROFESSIONAL DEVELOPMENT RESOURCE GUIDES** that provide general information and helpful resources, designed to provide timely guidance in lieu of available training.
- ▶ **FACT SHEETS** designed to inform the reader about a specific emerging drug trend or prevention concept, including strategies for infusing the information into prevention efforts.
- ▶ **TIP SHEETS** which provide tips and ideas to address specific problems or issues faced when implementing substance use prevention strategies.
- ▶ **YOUTH PREVENTION EDUCATION MODEL PROGRAM TIP SHEETS** offer guidance related to implementation, fidelity and adaptation of each SUPP-approved YPE program.
- ▶ Our **VIRTUAL CLEARINGHOUSE** provides links to relevant prevention-related resources that can be downloaded, and in some instances ordered in bulk for little/no cost.

OUR TRAINING includes interactive classroom, virtual classroom and online courses, live and recorded webinars, and networking events to build the capacity of prevention specialists. We conduct an annual assessment to determine whether any existing courses need to be modified or discontinued, and to identify new training needs. Our courses are developed by Instructional Design Specialists using evidence-based processes and innovative methods. [View the Substance Use Prevention Training page for the FY25 training schedule and registration details.](#)

OUR TECHNICAL ASSISTANCE, commonly referred to as consulting or coaching, is a one-on-one service that provides timely, flexible and targeted support to an organization. The goal of technical assistance is to overcome prevention-related challenges; apply training concepts and best practices to local conditions; and enhance the professional development of prevention staff. For more information about technical assistance or the services we offer, please contact providerservices@prevention.org or call 312-909-9768.

OUR PROFESSIONAL DEVELOPMENT TEAM is well-versed in prevention best practice and is passionate about building the capacity of practitioners to foster healthy youth, families and communities in Illinois.

OUR TRAINING AND TECHNICAL ASSISTANCE SPECIALISTS each have many years of experience in health promotion and prevention in Illinois. Meet our team:



Cher Hanson (SUP TTA Manager)

Cher joined Prevention First in 2018 and has over 20 years of experience and knowledge in the substance use prevention field. Throughout these years, she has had the opportunity to facilitate training and workshops on the local, state, and national levels. Cher's areas of expertise include environmental prevention strategies, youth engagement in substance use prevention efforts, coalition work; and planning and implementing communication campaigns. Cher has been successful at helping youth pass several local substance use policies including smoke-free communities, tobacco-free parks, social host, and Tobacco 21. Cher received her Master of Public Health degree from Northern Illinois University and is also certified in Mental Health First Aid.

Tyra L. Coleman joined our team in 2022. Tyra's areas of expertise include planning and implementing youth prevention education. She has over five years of experience managing and supervising several prevention grants. Tyra is passionate about preparing prevention professionals to facilitate evidence-based curricula while maintaining high student engagement. Tyra earned her B.S. from Chicago State University in Early Childhood Education.

Tyra L. Coleman



Tamitra Griffin

Tamitra Griffin joined our team in May 2022. Her expertise includes managing youth development programs and planning and implementing youth prevention education and the strategic prevention framework. She utilized her love for Marketing and Advertising to implement school-based communication campaigns. She is passionate about assisting youth development professionals in providing impactful and resourceful programming. Tamitra earned a B.A. Marketing Communications and an M.A in Non-Profit Management.

Jessica Reed

Jessica joined our team in 2022. Jessica is a Certified Prevention Specialist. Jessica's areas of expertise include planning and implementing youth prevention education; leading a youth advisory committee; coordinating town hall meetings and Drug Take Back Days; and engaging stakeholders with data from the Illinois Youth Survey. She is passionate about empowering youth to become prevention leaders in their communities. She received the Distinguished Community Service Award from Elgin Police Department in 2020 and is certified in nonviolent crisis intervention. She is also a certified domestic violence professional in Illinois. Jessica received her Master of Public Health from Northern Illinois University.



Pamela Ziegler

Pam joined our team in 2017. Pam is a Certified Prevention Specialist. Her areas of expertise include coalition building; planning and implementing youth prevention education; coordinating town hall meetings and Drug Take Back Days; and school-based communication campaigns. She is passionate about assisting practitioners in planning & implementing their communication campaigns, where her marketing degree comes in handy! Pam earned her B.S. from Eastern Illinois University.

CORE TRAININGS

Our core trainings are offered on a regular basis. See our website for our full listing of courses, including live and recorded webinars.

▷ Action Planning for Successful Prevention Programs

This training will provide participants with the information, tools and templates to develop and implement a successful action plan, as well as an opportunity to practice and apply an action planning process. Action planning is a process during which specific and detailed steps are identified and carried through to achieve a particular goal or objective. It can be used to successfully plan for direct service programs as well as other prevention-related efforts and events. Participants will work on developing an action plan for a prevention strategy or effort during the course.

▷ Adverse Childhood Experiences and Strategies for Trauma-Informed Care

Adverse childhood experiences (ACEs) can impact a child's immediate and lifelong health as well as the well-being of their families, communities, and even society. Thankfully, ACEs are preventable, and, with the right support, children can develop the resilience necessary to heal from the ACEs they've endured. This online training will not only help you understand, recognize, and prevent ACEs, but will also provide useful information on how to deal with the indirect impact ACEs can have on caregivers. Get the insights you need to create positive childhood experiences for kids today that will lead to bright futures for adults tomorrow.

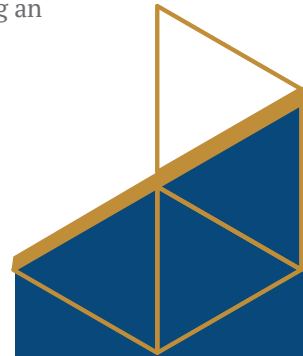
▷ Analyzing and Sharing Illinois Youth Survey (IYS) Data

Analyzing and Sharing Illinois Youth Survey (IYS) Data is a series of two courses to introduce Substance Use Prevention Program (SUPP) providers to the contents of IYS reports, to a process for analyzing IYS data, and to methods for sharing IYS data with stakeholders. The two courses in the series include

- **Introduction to Illinois Youth Survey (IYS) Data**
This online self-study course will help you become familiar with the contents and organization of Illinois Youth Survey (IYS) school reports, evaluate the strengths and limitations of IYS data, and understand a process for analyzing IYS data.
- **Analyzing and Sharing Illinois Youth Survey (IYS) Data**
(Offered during IYS Non-Administrative Years)
During this virtual classroom training, participants will organize, examine, and summarize local IYS data to identify concerns, priorities and outcomes. Participants will identify methods for displaying and packaging data and strategies for sharing and analyzing data with schools and stakeholders. Additionally, participants will identify ways to incorporate data into local prevention strategies.

▷ AOD Effects and Trends

This online training provides general information about substance use disorder and the impact of substance use on the brain and adolescent development and introduces drug classifications and types. Participants will further explore the effects and trends of the most widely used substances by teens - alcohol, tobacco, marijuana, and prescription drugs. Participants will learn about the effects of each drug on the brain and body, signs and symptoms of use, and state and national rates and trends of use. Participants will obtain additional resources to learn more about ATOD effects and trends.



FY25 TRAINING CALENDAR

JULY

17, 18	IISUP III: A Framework for Prevention	Virtual Classroom
23, 24, 25	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom

AUGUST

13, 14, 15	Foundations of Youth Prevention Education	Virtual Classroom
20	Too Good for Drugs 4/5 th Grade Facilitator Training	Springfield
21	Too Good for Drugs MS/HS Facilitator Training	Springfield
27	Too Good for Drugs 4/5 th Grade Facilitator Training	Chicago
28	Too Good for Drugs MS/HS Facilitator Training	Chicago
29	Too Good for Drugs MS/HS Facilitator Training	Chicago

SEPTEMBER

5	Establishing and Leading a YAC	Springfield
10, 11, 12	Preparing for Successful Focus Groups	Virtual Classroom
30	Analyzing and Sharing the IYS Data	Virtual Classroom

OCTOBER

1	Analyzing and Sharing the IYS Data	Virtual Classroom
8, 9	IISUP III: A Framework for Prevention	Virtual Classroom
10	Fall Networking Event	Virtual Classroom
11	Fall Networking Event	Virtual Classroom
16, 17	Effective Group Facilitation	Chicago
16, 17	Effective Group Facilitation	Springfield
29, 30, 31	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom

NOVEMBER

6, 7	Analyzing and Sharing IYS Data	Virtual Classroom
13, 14	Foundations of Youth Prevention Education	Bloomington
20, 21	Developing Materials for Locally Designed Campaigns	Virtual Classroom

DECEMBER

4	Establishing and Leading a YAC	Chicago
10, 11, 12	Preparing for Successful Focus Groups	Virtual Classroom
17, 18	Analyzing and Sharing IYS Data	Virtual Classroom

JANUARY

14, 15	IISUP III: A Framework for Prevention	Virtual Classroom
21, 22, 23	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom
30	Convening Coalitions and Community Collaborations 1: Collaborative Purpose and Participation	Virtual Classroom
27, 29	SPF Application for Prevention Success Training (SAPST)	Virtual Classroom

FEBRUARY

3, 5	SPF Application for Prevention Success Training (SAPST)	Virtual Classroom
6	Convening Coalitions and Community Collaborations 2: Structuring for Success	Virtual Classroom
13	Convening Coalitions and Community Collaborations 3: Productive Group Processes and Facilitation	Virtual Classroom
18, 19, 20	Foundations of Youth Prevention Education	Virtual Classroom
27	FY26 Locally Designed Campaign Info Webinar	Webinar

MARCH

18, 19	Effective Group Facilitation	Chicago
18, 19	Effective Group Facilitation	Springfield
25, 26, 27	Preparing for Successful Focus Groups	Virtual Classroom

APRIL

2, 3	IISUP III: A Framework for Prevention	Virtual Classroom
8, 9, 10	Foundations of Youth Prevention Education	Virtual Classroom
14, 15, 16	Ten Steps for Planning and Implementing Communication Campaigns	Virtual Classroom
29	Foundations of Prevention Ethics	Springfield

MAY

1	Establishing and Leading a YAC	Chicago
7,8	Developing Materials for Locally Designed Campaigns	Virtual Classroom
20, 21, 22	Preparing for Successful Focus Groups	Virtual Classroom

JUNE

3	Networking Event	Bloomington
4	Networking Event	Mount Vernon
10	Networking Event	Lisle/Naperville
12	Networking Event	Chicago
24, 25	Foundations of Youth Prevention Education	Springfield
24, 25	Foundations of Youth Prevention Education	Chicago

▷ Authentic Youth Engagement

Youth are critical partners in developing and implementing programs and strategies that impact them. This online course gives learners the knowledge and skills to authentically engage youth in prevention and youth development programs. Topics include adolescent development, the advantages of youth involvement, phases of authentic engagement, combating stereotypes and discrimination, adulthood's impact, and effective youth recruitment and retention strategies. Participants will explore the importance of equitable power-sharing, recognize misconceptions, and understand how to engage youth effectively while navigating complexities in engagement practices.

▷ Collaborating with Key Stakeholders in Substance Use Prevention

This online course will increase participants' knowledge and skills related to building relationships and collaborating with key community stakeholders. Participants will learn strategies for identifying and engaging key stakeholders, building relationships and getting stakeholders on board, and convening local coalitions.

▷ Convening Prevention Coalitions, Advisory Groups and Other Collaborations

The Convening Coalitions and Community Collaborations virtual classroom training series introduces participants to foundational strategies for convening and facilitating collaborative prevention groups, including community coalitions and advisory boards/groups (primarily comprised of adults or adults and youth, but not youth-only groups). The three courses in the series include:

- **Convening Coalitions and Community Collaborations 1: Collaborative Purpose and Participation**
- **Convening Coalitions and Community Collaborations 2: Structuring for Success**
- **Convening Coalitions and Community Collaborations 3: Productive Group Processes and Facilitation**

▷ Conducting Focus Groups

Conducting Focus Groups is a series of two courses to introduce Substance Use Prevention Program (SUPP) providers to the steps necessary to conduct a successful focus group. The two courses in the series include:

- **Introduction to Focus Groups**
This online self-study course identifies the characteristics of focus groups and when to use them, illustrates how to create a focused purpose statement, and guides participants through the steps of planning a focus group study.
- **Preparing for Successful Focus Groups:**
During this interactive virtual classroom course, participants will learn how to screen and recruit participants, develop effective questions to gain useful insights, moderate focus groups successfully and confidently, and analyze the results of the focus groups to bolster programming. *Introduction to Focus Groups must be completed prior to registering for this course.*

▷ Creating Community Change with Environmental Strategies

This online training provides an overview of environmental strategies and immerses participants in a scenario where they learn about the process of selecting environmental strategies that fit the community environment. Participants will learn what environmental strategies are and their benefits, which stakeholders to engage in the selection and implementation of environmental strategies, a process for identifying environmental strategies that match identified contributing factors and key components of building capacity for environmental strategies.



▷ The Dynamic Adolescent Brain

This online training will increase participants' knowledge of how the teen brain develops, how adolescent brain development differs throughout various stages, and how adolescent brain development influences adolescent thinking and behavior. The impact of early life trauma and racism will also be explored. Participants will examine their beliefs and attitudes about adolescence and how they affect their work with youth. This training will also highlight the value of authentically partnering with young people.

▷ Effective Group Facilitation

The ability to lead groups is essential to a wide variety of positions within the prevention field. This two-day training builds basic facilitation skills of individuals working with youth and/or adult groups. By the end of the training, participants will understand the stages of group development and the major issues associated with them, as well as how to identify and use interventions that will influence group behavior. This is an interactive training that will incorporate theory into discussions, group interaction, role playing and practice, and applied learning.

▷ Establishing and Leading a Youth Advisory Committee

In this one-day training, participants will learn how to establish and lead a youth advisory committee to support local substance use prevention efforts. Participants will learn best practices for engaging youth in advisory roles; how to establish an advisory committee structure; and strategies for recruitment and retention of youth advisors. Participants will also learn appropriate roles for youth committee members in substance use prevention activities.

▷ Facilitating Prevention Education Curricula

This online training will assist prevention education facilitators in strengthening their facilitation and classroom management skills. The training is designed for facilitators who implement prevention programs in schools, but who are not school staff. Participants will learn to identify and address facilitation-related challenges via three key strategies: building strong partnerships with classroom teachers, making minor curriculum adjustments to increase engagement and relevance to the audience, and applying effective facilitation techniques. Participants will have the opportunity to hear real-life examples and experiences from classroom facilitators during the training.

▷ Foundations of Youth Prevention Education

Foundations of Youth Prevention Education prepares direct service providers to implement evidence-based Youth Prevention Education (YPE) programs. Participants will obtain a basic understanding of the components and best practices related to implementing any YPE model program. This training will increase participants' knowledge and skills related to planning, managing, facilitating and evaluating a Youth Prevention Education program. Foundations of YPE is offered in both the virtual classroom and classroom setting.

▷ Foundations of Prevention Ethics

During this course participants will explore the six principles of the Prevention Code of Ethics. Participants will then learn and use an ethical decision-making process to apply the Prevention Code of Ethics to a variety of realistic ethical examples that substance use prevention professionals may encounter.

This course was developed by the SAMHSA Center for Application of Prevention Technologies (CAPT) and will be facilitated by Prevention First's Substance Use Prevention Training and Technical Assistance Specialists. A certificate for six (6) training hours is provided upon completion. This ethics training has been endorsed by the International Certification & Reciprocity Consortium (IC&RC) and meets the IC&RC's prevention ethics education requirement for prevention specialist credentialing.

▷ Health Equity in Prevention

This online course is designed to equip participants with a comprehensive understanding of health equity, emphasizing the urgent need for preventative measures in healthcare. Learners are invited to embark on a transformative journey from foundational knowledge to actionable strategies, ensuring that health equity is not just conceptualized but integrated into daily practices and organizational policies. Modules include: Health Equity 101, Health Equity 102, Exploring the Social Determinants of Health, Addressing Inequities, and Health Equity in Action.

▷ Illinois Introduction to Substance Use Prevention (IISUP) (New SUPP Worker Training)

Illinois Introduction to Substance Use Prevention is a series of three courses to introduce Substance Use Prevention Program (SUPP) providers to the field of prevention (IISUP I), the state substance use prevention system (IISUP II), and prevention best practice (IISUP III). The three courses include:

- **Illinois Introduction to Substance Use Prevention (IISUP) I: Welcome to Prevention**

IISUP I: Welcome to Prevention is a self-paced, online course which introduces participants to the prevention field. It provides an overview of the need for prevention services, prevention history, the evolution of prevention science and evidence-based prevention.

- **Illinois Introduction to Substance Use Prevention (IISUP) II: SUP System Orientation**

IISUP II: SUP System Orientation is a self-paced, online course that introduces Illinois Department of Human Services (IDHS) Substance Use Prevention Program (SUPP) providers to the Illinois substance use prevention system (SUP). The course includes an overview of IDHS and SUPP; roles and responsibilities of SUPP providers; and grant, reporting and training requirements.

- **Illinois Introduction to Substance Use Prevention (IISUP) III: A Framework for Prevention**

This one-day virtual classroom training introduces Illinois Department of Human Services (IDHS) Substance Use Prevention Program (SUPP) providers to the prevention specialist's role in service delivery. Participants will be introduced to strategies for program planning, capacity-building, implementation and evaluation. Participants will also learn about their role in prevention, including an exploration of ethical issues related to their personal and professional conduct.

▷ Introduction to Engaging Youth in Prevention

This online training will provide an overview of youth engagement and best practices for working with youth committees/councils. Participants will learn about the benefits of engaging youth, levels of youth participation, strategies for addressing barriers to youth engagement and best practices for youth/adult partnerships.

▷ Overview of Strategic Planning

Overview of Strategic Planning is a self-paced, online course that provides participants with an overview of the purpose and process used to develop a comprehensive strategic substance abuse prevention plan. Participants will gain a better understanding of the role of the community coalition and the steps involved in developing a strategic plan.

▷ Planning and Implementing Communication Campaigns

Planning and Implementing Communication Campaigns is a series of three courses to introduce Substance Use Prevention Program (SUPP) providers to the basic skills, information, and concepts needed to plan and implement effective communication campaigns. The three courses include:

- **Introduction to Communication Campaigns**

This online self-study course introduces participants to the term ‘communication campaign,’ the goals and objectives of communication campaigns within the SUPP system, and the SUPP standards.

- **Ten Steps for Planning and Implementing Communication Campaigns:**

During this interactive virtual classroom course, participants will learn about the steps and best practices involved in campaign planning and implementation. *Introduction to Communication Campaigns must be completed prior to registering for this course.*

- **Developing Materials for Locally-Designed Campaigns**

During this interactive virtual classroom course participants will learn about the steps and best practices involved in planning and implementing a locally designed communication campaign. Participants will become familiar with print ad principles and obtain tips, tools, and resources for designing and pilot testing materials. *Ten Steps for Planning and Implementing Communication Campaigns must be completed prior to registering for this course.*

▷ **Planning for National Prevention Week**

During this online course, participants will obtain information, tips and tools for planning for implementing activities for National Prevention Week. National Prevention Week is an annual health observance dedicated to increasing public awareness of, and action around mental and/or substance use disorders.

▷ **Preventing Prescription and Opioid Drug Misuse**

Preventing Prescription and Opioid Drug Misuse is an online course designed for substance use prevention professionals who would like a better understanding of prescription drug and opioid misuse. During the course, participants will learn about the most commonly abused prescription drugs, including opioids, use rates and trends among U.S. and Illinois teens, factors that contribute to prescription drug and opioid misuse and effective prevention strategies and applicable resources.

▷ **Prevention Hub Orientation**

The Prevention Hub is an online data collection system for IDHS Substance Use Prevention Program (SUPP) grantees. During this orientation, participants become familiar with Prevention Hub reporting screens and requirements, including weekly and cycle reporting, workplan projections, required documents, and event reporting. The Prevention Hub Orientation is optional, although SUPP grantees are strongly encouraged to complete it if they will be responsible for entering Hub data. Learners may access the modules at any time and in any order and can complete them at their own pace.

▷ **Promote Your Prevention Efforts and Build Support**

This online course will provide you with tips for promoting your prevention efforts to increase awareness and support for prevention and the prevention services you provide your community.

▷ **Promoting the Illinois Youth Survey**

This online training will build participants’ knowledge and skills to promote the administration of the Illinois Youth Survey (IYS) to schools in their service area. Participants will learn strategies to promote the IYS to schools and obtain schools’ commitment to administer the survey, as well as strategies for building relationships and overcoming barriers to participation. SUPP Providers will also become familiar with a recruitment plan template.



▷ SPF Application for Prevention Success Training (SAPST)

Join us for an innovative four-day, in-person training that will equip professionals with the knowledge and skills to implement effective, data-driven prevention strategies that reduce behavioral health disparities and promote overall wellness. This training is perfect for entry-level prevention specialists, individuals seeking certification, public health professionals, and health educators.

The SAPST includes a self-paced online component and face-to-face training, totaling 31 training hours.

▷ Substance Use Prevention Supervisor Training Series

The SUP Supervisor Training is a series of three online courses designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. By taking the courses in this series, participants will identify critical skills of prevention specialists to consider in hiring decisions and apply a hiring process, identify strategies for providing effective supervision to staff, and identify strategies for providing initial and ongoing program support to prevention staff. The three courses in the series include:

- **Making the Right Hiring Decision**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify critical skills to consider when hiring prevention specialists and apply a hiring process, including creating a job description, recruiting applicants, interviewing candidates, and making a candidate selection.

- **Developing Effective Supervisory Skills**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify qualities of effective supervisors and strategies for providing effective supervision to staff, including developing a flexible management style, building relationships, challenging staff to grow, providing ongoing engagement, and conducting formal performance evaluations. Supervisors will also learn strategies for balancing their workload.

- **Providing Program Support to Your Prevention Staff**

This course is part of the SUP Supervisor Training Series and is designed for managers who supervise prevention staff and provide programmatic oversight of the IDHS SUPR grant. During this course, participants will identify strategies for supporting prevention staff, including communicating expectations, supporting professional development, supporting program planning and implementation, and identifying available resources.

▷ Too Good for Drugs Facilitator Training

TGFD is a school-based prevention program designed to reduce the risk factors and enhance the protective factors related to alcohol, tobacco, and other drug use among students. Participants will gain hands-on experience with the core curriculum while acquiring essential prevention education teaching strategies. The training will familiarize participants with the research, theory, and concepts behind the program and provide an opportunity for facilitation practice. This training is designed to prepare facilitators to implement the Too Good for Drugs (TGFD) Program successfully and with fidelity within a classroom setting. The Too Good for Drugs Program has a developmentally appropriate and separate curriculum for grades K-12; however, training is only provided for the SUPP-approved implementation for 4th and 5th grades, Middle School, and High School.

TRAINING POLICIES

Prevention First reserves the right to make changes in the training personnel, date and/or location scheduled for any training session.

Before registering for a course, review all of our training policies located on our training page at www.prevention.org.

REGISTRATION

Participants must register for and receive an email confirmation before attending any classroom-based training, virtual classroom training, or webinar via their user account at www.prevention.org. Zoom links for virtual trainings and events are found in your confirmation email. Registration will close two days before the scheduled training event for webinars, classroom trainings, and most virtual classroom trainings. If enrollment reaches capacity, Prevention First will place new registrants on a waitlist and notify them if an opening is available.

Please use the following steps to cancel registration for a training participant who will not be able to attend

1. Go to www.prevention.org and log into your account.
2. Select the "My Training" tab.
3. Select the "Current" button and scroll down to see what upcoming trainings you are registered. Below each training title you will find training dates and a "Cancel My Registration" button. Select this, include the reason for cancelling, then "Complete Cancellation" button.
4. When you click on the "Complete Cancellation" button, a box will pop-up that says, "Your cancellation request has been sent." Prevention First will send you a confirmation email of your cancellation.

ATTENDANCE

To create an environment conducive to learning and to minimize distractions, all training events will start promptly at the time stated in the event confirmation. To receive a certificate of completion/CEUs for any training event (classroom-based, virtual classroom, or webinar), the participant must complete the course in its entirety.

If the participant cannot complete the course in its entirety, Prevention First reserves the right to deny entry or re-entry to any participant. A participant will NOT receive a certificate of completion or CEUs if s/he misses:

- ▶ Any 1 hour of content during a classroom-based training event
- ▶ Any half-hour of content during half-day classroom-based training events
- ▶ More than 10 minutes during a webinar
- ▶ More than 20 minutes in a virtual classroom training

Participants must also complete the post-test to complete the course and receive credit/CEU's.

When attending a webinar and virtual classroom training, each participant must use their own viewing device. Screen sharing is not allowed.

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