



NTDC Cohort Instructions



This guide discusses the process of IOTIS account creation, how to schedule and register a cohort in IOTIS, and requirements for NTDC trainers.

Account Creation Process

- 1** A user will **Chat the IOTIS Help Desk** via www.iotis.org to have his/her account created in the IOTIS LMS.
Find detailed instructions on how to do that **here**.
- 2** An IOTIS NTDC Registrar will create the account if one doesn't already exist.
- 3** **The user will receive an email** with IOTIS login instructions once the account has been created.



Note



Having an account created in IOTIS **does not** gain a user access to the OCP 905 NTDC training. **The IOTIS NTDC Registrar must enroll (or register) anyone needing access to the NTDC course.**

Requesting an NTDC Cohort



NTDC training cohorts can **ONLY** be requested and scheduled via the **Cohort Request Form**. Cohort requests cannot be received via email or chat.



**Click here to access the
Cohort Request Form**

What to Include on the Cohort Request Form



The Cohort Request Form should include as much information as possible. Please see the list below for what is required.



Identify one point of contact for any follow-up questions or scheduling needs.



Include all training dates and times. A simple range of dates cannot be accepted with a cohort request.



Include a region for the cohort training. For training which spans across multiple regions, the region in which the cohort contact person works should be the region number included on the request form.



Include the name and individual email address for each **facilitator or trainer** IOTIS is to register for the cohort.

Include the first/last name, county of residence, email address, and (if applicable) the CRRU case manager for each **participant** IOTIS is to register for the cohort. Each participant **MUST** have his/her own unique email address (even married couples).



Submit the request form at least **7 business days prior** to the course start date.



Once the form is submitted, the IOTIS NTDC Registrar will schedule the sessions and register all attendees and facilitators as indicated via the request form. **Upon registration, participants will receive an email from IOTIS with further instructions.**

Note



Participants **cannot be registered until they have an account in IOTIS**. If an account does not currently exist, the IOTIS NTDC Registrar will create an account for each participant.

Need to add participants?

It is best to submit the Cohort Request Form once you have gathered as much information as possible about the training and participants.

However, if additional participants need to be registered after the Cohort Request Form is submitted, the identified cohort contact person can email ntdc@iotis.org. When emailing ntdc@iotis.org, the **cohort start date and facilitator name** should be included.



A Note about NTDC Facilitators



NTDC Facilitators **must successfully complete the OCP 904** Train the Trainer course in IOTIS.



Facilitators are NOT automatically registered into the OCP 905 NTDC course upon completing OCP 904.

Registration



The IOTIS NTDC Registrar must register all facilitators and participants in OCP 905. **There is no automatic registration or option for self-registration.**

QUESTIONS? *We are here to help!*



*Please Chat Us**

Chat us Monday-Friday, 8-5

or email

ntdc@iotis.org



* If you use the IOTIS chat feature at www.iotis.org, please indicate that you're needing assistance with NTDC training to ensure you're connected with the appropriate IOTIS Help Desk agent.