

SHIBA Online Training Process

Coordinators, prior to giving this to your counselors to complete, please email Dawn to let her know which module(s) your counselors are going to test on once they register.

- 1) Counselors-in-training should initially study the [Core Modules](#) on SHIBA.Oregon.gov in one of the following ways
 - a. Review the PowerPoint materials
 - b. Review the condensed versions of the same information (less pages)
 - c. Request a printed library copy from your volunteer coordinator
- 2) When you feel ready, let your volunteer coordinator know which module(s) on which you would like to test.
- 3) You will then register for SHIP TA Center access (if registered skip to #2)
 - a. Go to portal.shiptacenter.org/register 
 - b. Click on the green button
 - c. Roles
 - i. SHIP Counselor-in-Training – if you are not a certified SHIBA counselor
 - ii. SHIP Counselor – you are a certified SHIBA counselor
 - iii. SHIP Staff – you are a coordinator, sponsor, or general state staff
 - d. Organization – type **Oregon SHIBA**
 - e. Reason for the request – type **online training**
 - f. Click on the register button
 - i. **You will be sent an email, you will need to verify that email before your registration can be approved**

- 4) Make sure your coordinator has emailed Dawn to set you up with the module(s) you need
- 5) Log in to the SHIP TA Center after your registration is approved

- 6) Click on Counselor Training 

- 7) Click the green Counselor Training and Certification button, this puts you on the list so you can be set up with the tests



- 8) Click Certification Tool 

- 9) Click Take Exam on the Module(s) you are scheduled to take



If you have any questions about this procedure email Dawn.Shaw@oregon.gov