

Parent Empowerment Program (PEP) Training Modules For Family Peer Advocates Steps for Accessing Level 2 Training Module

Welcome!

This document will give you instructions on how to access PEP Level 2 Training modules.

For general guidance about how to use the CTAC-MCTAC Self-Learning Center, the platform used to access the Families Together in NYS Family Peer Advocate Training Center please refer to the **Getting Started Guide**. If you have any questions at ctac.info@nyu.edu or use the Help button in the Self-Learning Center.

1 Log in to the CTAC-MCTAC Self-Learning Center

- Click on the Level 2 PEP Training link on the Families Together [PEP Training page](#)
- Or click here to go directly to the [CTAC Self-Learning Center](#)
- Log in using the User ID and Password you already created for Level 1
- If you check the box that says *Keep me logged in*, then you won't have to sign in when you come back!

2 Click on the *Catalog* button on the green navigation bar.

- You will see all courses that are available under PEP training.
- Select PEP Level 2 by clicking the Request button.

3 Wait for an Email

















- Within 3 days you will receive an email from the CTAC Self-Learning Center letting you know if your request has been accepted.
- Make sure to add the email address ctac.info@nyu.edu to your contacts so that emails from our system will not end up in your spam folder.
- If your request has been accepted you can go on to complete the modules.
- If your request is not accepted it means that you may not have fully completed Level 1, or there is a technical issue. Please contact us at fpacredetial@ftnys.org or call our office at 518-432-0333, ext. 18.



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Complete the Modules

- To view the PEP Level 2 Course you just enrolled in, click on the **My Training** tab, located at the top of the screen within the green navigation bar.
- You must complete the modules in order. As you complete modules, the green arrow on the next module will appear.
- When you are done, you will be able to download or print out a certificate of completion just like you did for Level 1.
- Next, visit www.ftnys.org to sign up for the in-person component of Level 2 PEP training. In order to take the in-person training, you need to meet certain requirements, including submitting your certificate of completion of Level 2 online training.

 Family Peer Advocate Credential Pathway: Level 2		Status: Not Attempted	
Attachments: FPA Credentialing Requirements Overview Resources to Extend the Learning			
	Module 1: The Importance of Self Care	Not Attempted	 
	Module 2: Documenting Your Work	Not Attempted	
	Module 3: Measuring the Impact of Your Work with Families	Not Attempted	
	Module 4: Building Community Through Groups	Not Attempted	
	Module 5: Empowering Parents in Parenting Role	Not Attempted	
	Module 6: Understanding Childhood Trauma	Not Attempted	
	Register now for PEP Level 2 In-Person Training	Not Attempted	