



How to Sign Up for Trainings with EBAC

Welcome to EBAC! EBAC's Learning & Education Department is committed to providing EBAC staff and the community with access to ongoing professional development opportunities.

To Create Your Profile and Sign Up for Trainings:

1. Go to <https://training.ebac.org>
2. Click **Sign Up** in the upper right-hand corner
3. Create account with your email address
4. Select **Course Participant** Under "**Access Level**"
5. For the drop-down menu that asks, "... Which of the following best describes your position?" Participants can choose the following options:

Service Provider Staff: I am a private agency employee providing services that impact dependent children, youth and their families, (community based organizations, visitation services, domestic violence and child abuse services, regional center) or a person who directly supports a service provider staff such as an admin assistant, intern, family navigator, etc.

Resource Families: I am or working towards becoming a qualified foster parent/resource family (foster parents, kin, adoptive parents, guardians, caregivers, etc.)

Social Services Agency: I am a county agency staff/county social worker (including child welfare, probation, behavioral health, judges, attorneys, and tribal ICWA that supports dependent youth in probation or the child welfare system.

Other: School staff (not including school counselors or therapists), court personnel, police officers, bus drivers, community members; someone not listed above that works with court dependent youth. Or I am a community member with general interest that does not work with court dependent youth.

6. Please enter your preferred phone number in the following format: (510) 555-5555
**The website is very sensitive about the format of the phone number, and you will receive an error message if it is not entered as above.*
7. Enter "**Employee ID Number**" or **0** if you do not have one. The remaining questions on the sign-up page are dependent on position / role of each participant.
8. The remaining questions on the sign up page are dependent on the position / role of each employee.
9. Once you have entered all of your information and click "**Sign Up**" at the bottom of the page, you will receive an email to confirm your account. Once confirmed, you can login and register for your desired courses. *If you do not receive an email to confirm your account please reach out to the training department at training@ebac.org*

**Please be sure to type in all information correctly and double-check the spelling of your email address. Please include your license type along with your license number in the box provided if applicable.*



To View and Register for Future Courses:

1. Login to your profile <https://training.ebac.org>
2. On the upper left hand side click on the “**Courses**” Drop down
3. Select “**Calendar View**”
4. On the left side of the calendar use the arrows to move through the calendar
5. Click the training title you would like to register for
6. Once the training opens up you will see the full description. Click the green “**Register for this Course**” button
7. It will then ask you “*Are you being mandated to take this course by your employee or supervisor*” please answer accordingly then click on the green “**Register**” button below the question. You have just completed your registration and will receive a confirmation email with information about the training you just registered for.

To View Courses You Have Registered for:

1. Login to your profile <https://training.ebac.org>
2. On the upper left hand side click on the “**Courses**” Drop down
3. Select “**My Courses**”
4. All of the courses you registered for will be listed here

CE and Completion Certificates:

1. CE and completion certificates will be available to print within 10 days of the training date.
2. Log into your profile <https://training.ebac.org>
3. Once logged in, use the Courses dropdown to locate “**My Courses**”
4. Locate the completed course, then click on the title. Once that page loads use the “**Documents**” dropdown to click completion certificate or CE / Master Level Certificate.
5. You will be able to print and or save your certificate.

If you run into any issues please email the Learning & Education Department at training@ebac.org