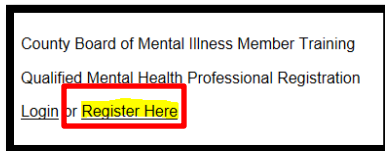


# County Board of Mental Illness Registration and Training Instructions

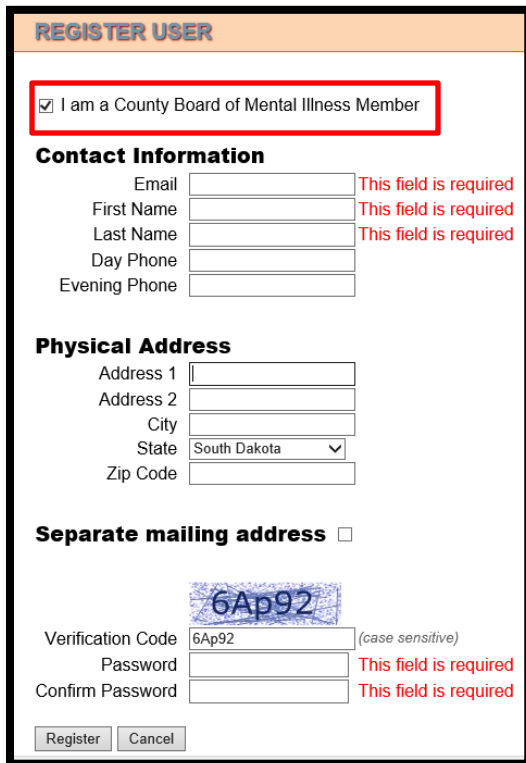
## Registration Instructions

**Step 1:** To start the training, visit the following site: <https://dss.sd.gov/qmhp/Default.aspx>

**Step 2:** Please click “**Register Here**”



**Step 3:** When you register, please ensure that you click the box stating “**I am a County Board of Mental Illness Member**”.



**REGISTER USER**

I am a County Board of Mental Illness Member

**Contact Information**

Email  This field is required  
First Name  This field is required  
Last Name  This field is required  
Day Phone   
Evening Phone

**Physical Address**

Address 1   
Address 2   
City   
State   
Zip Code

**Separate mailing address**

Verification Code  (case sensitive)  
Password  This field is required  
Confirm Password  This field is required

# County Board of Mental Illness Registration and Testing Instructions

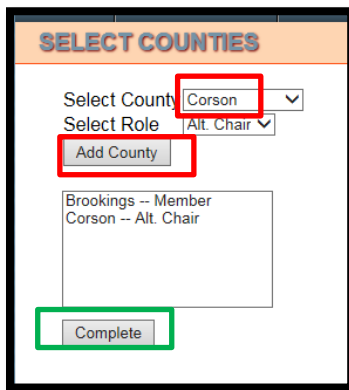
**Step 4:** Upon completion of filling out your contact information, you will click **register**. \*As a reminder, the \$15 fee is waived for individuals completing the County Board of Mental Illness Training as well as needing to mail in the verification form.



The screenshot shows a registration form with the following elements:

- Checkbox: **Separate mailing address**
- Verification Code:  (The code '6Ap92' is also displayed above the field in a blue box)
- Password:
- Confirm Password:
- Buttons: **Register** (highlighted with a red box) and **Cancel**

**Step 5:** Select the county and role that pertains to you and click **“Add County”**. In instances where you are a board member for multiple counties select all counties and roles that apply. Once you have finished adding counties and roles, click **“Complete”**.



The screenshot shows the 'SELECT COUNTIES' form with the following elements:

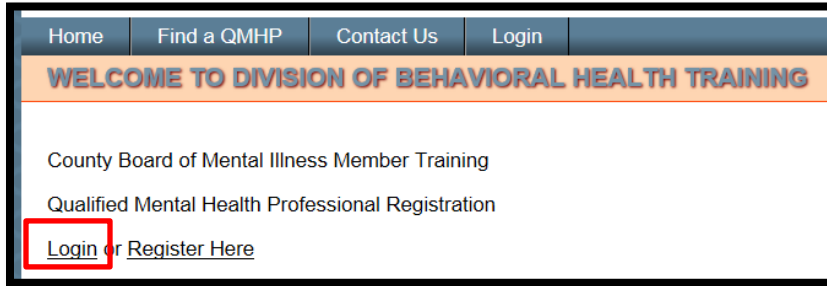
- Section Header: **SELECT COUNTIES**
- Select County:  (highlighted with a red box)
- Select Role:
- Button: **Add County** (highlighted with a red box)
- List of Selected Counties and Roles:
  - Brookings -- Member
  - Corson -- Alt. Chair
- Button: **Complete** (highlighted with a green box)

**Step 6:** Once you have completed step 5, you will receive an email message notifying you have completed registration for the County Board of Mental Illness Training. Once approved, you will receive an email notification indicating you have been approved for the training.

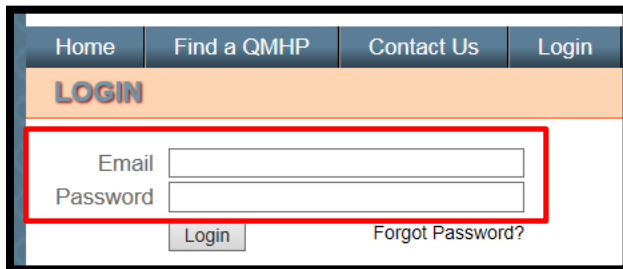
# County Board of Mental Illness Registration and Testing Instructions

## Training Instructions

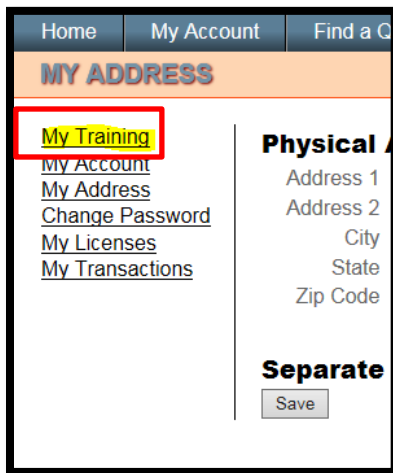
**Step 1:** To start the training, visit the training site (<https://dss.sd.gov/qmhp/Default.aspx>) and click **login**.



**Step 2:** Enter your **email address** and **password**.



**Step 3:** Once you are logged in, click "**My Training**" on the left hand side of the page.



# County Board of Mental Illness Registration and Testing Instructions

After clicking on “My Training” you will be directed to the page to start the training. To start the training, click **Start**. Then select “**County Board of Mental Illness Training**”.

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Affidavit	Expiration Date	Renewal Date
County Board of Mental Illness Training	5/02/2018		6/01/2018	0 / 13	In Progress (100%)				

**Step 4:** Once you click “*County Board of Mental Illness Training*”, select the **first module** to begin the training. Training modules must be completed in the order they are listed on the screen. **\*\*Please note there are 13 training modules.**

Training County Board of Mental Illness Training  
Description  
Score 100%

Module Name	Module Status
County Board of Mental Illness Introduction	New
CBMI Voluntary Admission of Adults	New
CBMI Voluntary Admission of Minors	New
CBMI Involuntary Commitment of Adults	New
CBMI Involuntary Commitment of Minors	New
CBMI Petition for Commitment	New

The **Complete** status will appear under “*Module Status*” signifying the module has been viewed and you can move on to the next module.

Training County Board of Mental Illness Training  
Description  
Score 100%

Module Name	Module Status
County Board of Mental Illness Introduction	Completed
CBMI Voluntary Admission of Adults	New
CBMI Voluntary Admission of Minors	New

# County Board of Mental Illness Registration and Testing Instructions

**Step 5:** Upon completion of training, your certificate will auto-populate. Please note your **expiration date and eligibility for renewal date**. To print your **certificate**, please click certificate.

<a href="#">Home</a>   <a href="#">My Account</a>   <a href="#">Find a QMHP</a>   <a href="#">Contact Us</a>   <a href="#">Log Out</a>																											
MY TRAINING																											
<a href="#">My Training</a> <a href="#">My Account</a> <a href="#">My Address</a> <a href="#">Change Password</a> <a href="#">My Licenses</a> <a href="#">My Transactions</a>	<table border="1"> <thead> <tr> <th>Training</th> <th>Start Date</th> <th>Date Completed</th> <th>Completed By</th> <th>Modules Completed</th> <th>Status(%)</th> <th>Certificate</th> <th>Expiration Date</th> <th>Renewal Date</th> </tr> </thead> <tbody> <tr> <td>County Board of Mental Illness Training</td> <td>5/14/2018</td> <td>5/14/2018</td> <td>6/13/2018</td> <td>13 / 13</td> <td>Passed (100%)</td> <td>Certificate</td> <td>5/14/2022</td> <td>2/14/2022</td> </tr> </tbody> </table>	Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Expiration Date	Renewal Date	County Board of Mental Illness Training	5/14/2018	5/14/2018	6/13/2018	13 / 13	Passed (100%)	Certificate	5/14/2022	2/14/2022								
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If you have more than one county that you are a chair for, you will notice an affidavit option appear on your completion screen. Please click “**Affidavit**” to print your affidavit needed.

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