

System Requirements

The first step to accessing the online trainings on your computer is to make sure you are using a compatible internet browser, and to make sure it is up-to-date. We recommend using Firefox, although Internet Explorer and Chrome can also be used.

If you are running **Windows**, here is a step-by-step guide on how to install Firefox:
<https://support.mozilla.org/en-US/kb/how-download-and-install-firefox-windows>.

If you have a **Mac**, here is step-by-step guide on how to install Firefox:
<https://support.mozilla.org/en-US/kb/how-download-and-install-firefox-mac>.

The next step is to make sure you have the most up-to-date version of Adobe Reader. You should be using Adobe Reader XI.

How can you tell which version of Adobe Acrobat Reader you have?

- Open Acrobat Reader
- In the menu at the top of the window, click Help,
- Scroll down and click on About Adobe Reader...,
- The screen that follows will have the version listed that you are using.

If you need to update or download Adobe Reader, here are instructions on how to do so:

Windows: <http://helpx.adobe.com/acrobat/kb/install-reader-x-windows.html#main> Internet Explorer Download and install Adobe Reader

Mac: <http://helpx.adobe.com/acrobat/kb/install-reader-xi-mac-os.html>

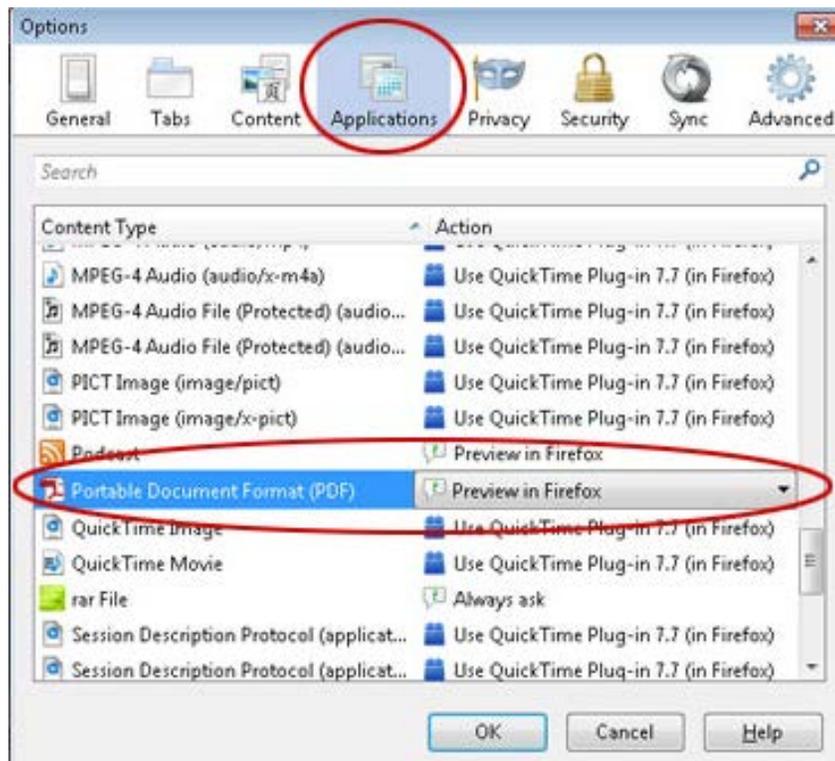
The next step is to make sure you have the most up-to-date version of the Adobe Flash Player. You should be using the Adobe Flash Player XIV.

Click the following link to download the Adobe Flash Player: <http://get.adobe.com/flashplayer/>

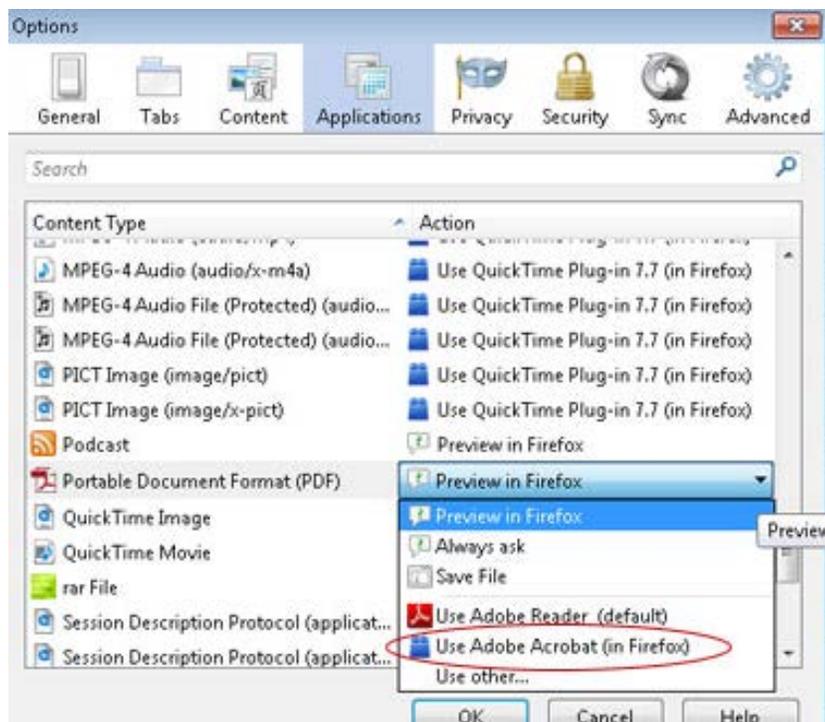
If you're having difficulties, here's an instructional guide on how to download the Adobe Flash Player:
<http://www.wikihow.com/Install-Adobe-Flash-Player>.

Restart your computer so that all the updates can be applied.

Once your computer restarts, open Firefox. From the main menu bar, go to *Tools >> Options*. Next, select *Applications* (see top red circle). Scroll down list of file types until you see *Portable Document Format (PDF)* (see second red circle).



Click on *Portable Document Format (PDF)* (see image below). Then click on *Preview in Firefox* (see image below) to open selection menu. Select *Use Adobe Acrobat (in Firefox)*. Next, click *OK* button below to complete the process.



Restart Firefox. Go to <https://theinstitute.umaryland.edu/>, and follow the instructions below.

Creating Your Profile

Login is provided on the Institute's Home Page

UNIVERSITY of MARYLAND
SCHOOL OF SOCIAL WORK
THE INSTITUTE FOR INNOVATION & IMPLEMENTATION

Home | Topics | Centers | Newsletters | Training | My Profile

The Institute

The Institute for Innovation & Implementation (The Institute) serves as a training, technical assistance, evaluation, policy, system design, and finance center for the Maryland Children's Cabinet and its member agencies, along with multiple other states, localities, and private organizations. ...See More

My Institute Login

E-Mail:
Password:

[First Time User?](#)
[Forgot My Password](#)
[What is this?](#)

You can select "First Time user?" in the Login Box on the Home Page and it will take you to this page:

ION & IMPLEMENTATION

Centers | Newsletters | Training | My Profile

My Profile

Select your program: -- Select Program Category --

Here you will select "RCYCP" from the dropdown list of Program Categories, and then click the "Next" button:

The image shows a web application interface. At the top, there is a red navigation bar with four white text links: "Centers", "Newsletters", "Training", and "My Profile". Below this bar, the "My Profile" section is active. It features a heading "My Profile" and a label "Select your program" next to a dropdown menu. The dropdown menu is open, showing a list of program categories. The "RCYCP" option is highlighted in blue. The other options in the list are: "-- Select Program Category --", "-- Select Program Category --", "Child Welfare", "Developmental Disabilities", "Early Childhood", "Education", "Field Instruction/Field Placement", "Juvenile Justice", "Mental Health", "Safe Environment for Every Kid (SEEK)", "Substance Abuse", and "Wraparound".

Program Category
-- Select Program Category --
-- Select Program Category --
Child Welfare
Developmental Disabilities
Early Childhood
Education
Field Instruction/Field Placement
Juvenile Justice
Mental Health
RCYCP
Safe Environment for Every Kid (SEEK)
Substance Abuse
Wraparound

You will be asked to provide information in order to complete your profile. Your profile tracks all of your training information, training progress, and is where your certificates are stored. NOTE: Red asterisks indicate required fields. Please complete the information as you would like it to appear on your certificates.

My Profile

First Name *

Middle Name

Last Name *

Email *

Confirm Email *

Address 1 *

Address 2

City *

State *

Country *

Zip Code *

Organization *

Title *

Alternate Email

Phone * - - Format:(123 123 1234)

Phone Ext.

Mobile Phone - - Format:(123 123 1234)

Please indicate if you are a social worker, psychologist, or counselor: *

Which System/Agency best represents your work with youth? *

Dietary Restrictions

Visual, Audio, Physical, etc. Accommodations

Add me to e-mail list

Check if you would like The Institute for Innovation & Implementation to update you on upcoming events and updates.

Once all the fields have been completed, click "Next."

NOTE: UMB employees should enter their UMID password as this site is integrated with myUMB

This next page will ask you to create a password for your account. Please note that your username is your email address. Choose a password, type it in twice, and then hit "Next."

My Profile

Create your Password

My Profile ID: Yourname@email.com

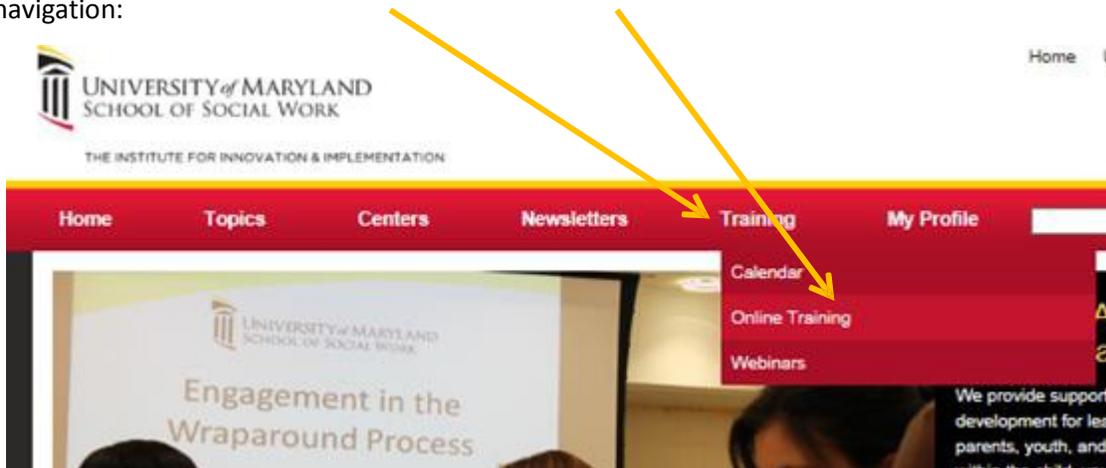
Password:

Confirm Password:

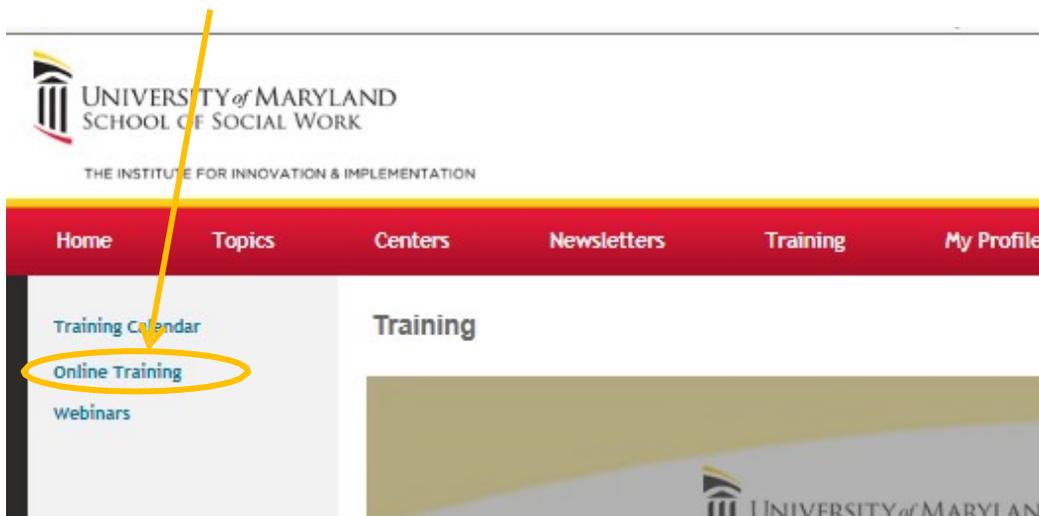
Back Next

Accessing the Online Training Center

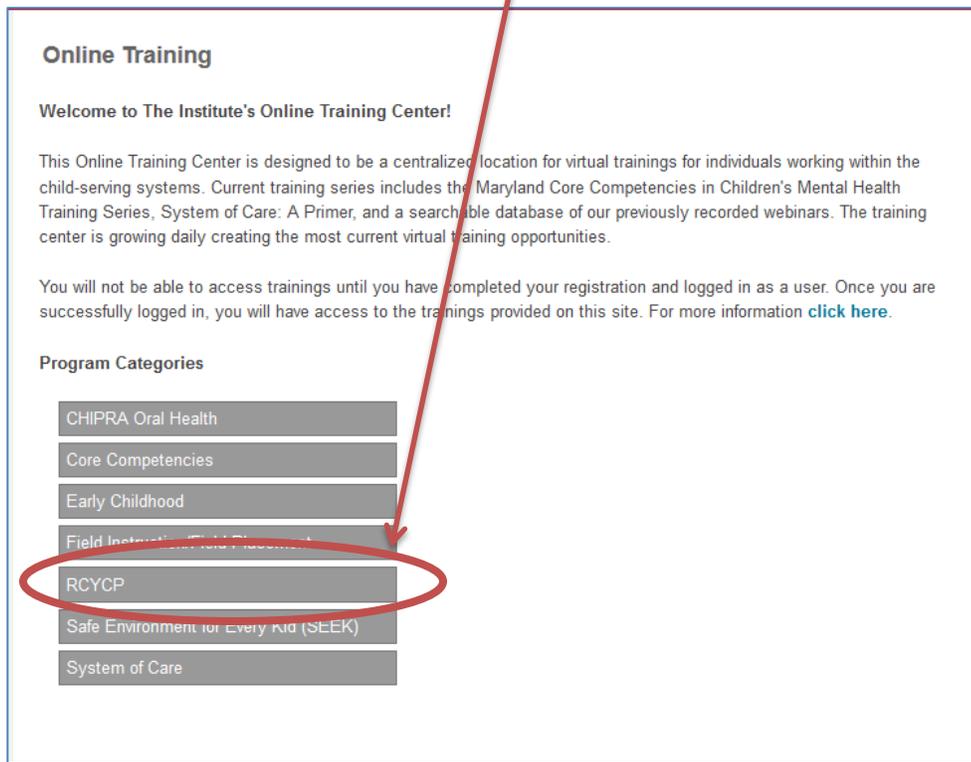
On the Home page, hover your cursor over the "Training" tab, then select "Online Training" from the top navigation:



Now select "Online Training" on the left navigation:



Once you arrive at the Online Training Center, select RCYCP.



Online Training

Welcome to The Institute's Online Training Center!

This Online Training Center is designed to be a centralized location for virtual trainings for individuals working within the child-serving systems. Current training series includes the Maryland Core Competencies in Children's Mental Health Training Series, System of Care: A Primer, and a searchable database of our previously recorded webinars. The training center is growing daily creating the most current virtual training opportunities.

You will not be able to access trainings until you have completed your registration and logged in as a user. Once you are successfully logged in, you will have access to the trainings provided on this site. For more information [click here](#).

Program Categories

- CHIPRA Oral Health
- Core Competencies
- Early Childhood
- Field Instruction and Placement
- RCYCP**
- Safe Environment for Every Kid (SEEK)
- System of Care

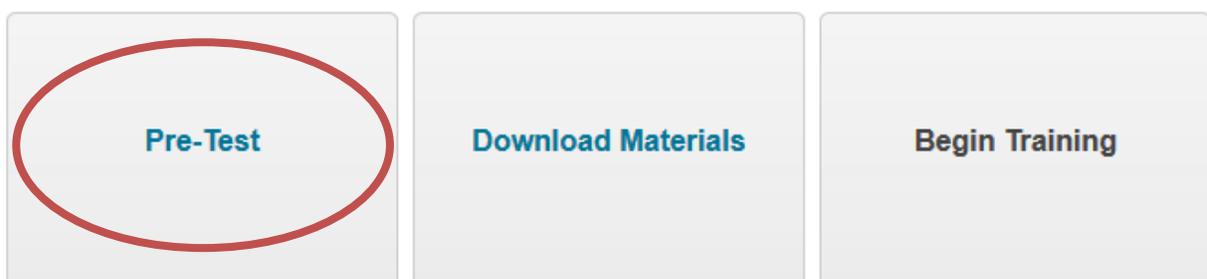
Then select a training module to complete:



Modules

- Module 1: Overview of the Residential Child and Youth Care Practitioner**
- Module 2: Child and Adolescent Growth and Development**
- Module 3: Communication**
- Module 4: Life Skills Development**
- Module 5: Legal and Ethical Issues in Residential Care**
- Module 6: Standards of Health and Safety**
- Module 7: Trauma & Trauma Informed Care**

Before beginning the training, you will need to complete the Pre-Test. After you have answered all questions for the Pre-Test, make sure to hit the submit button.

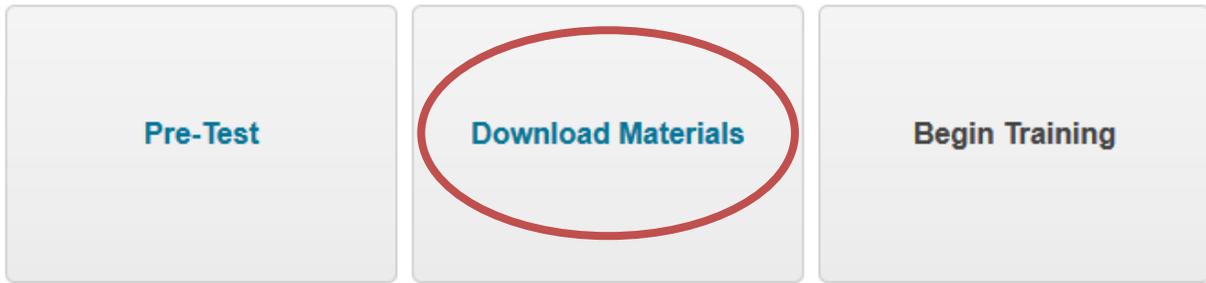


Pre-Test

Download Materials

Begin Training

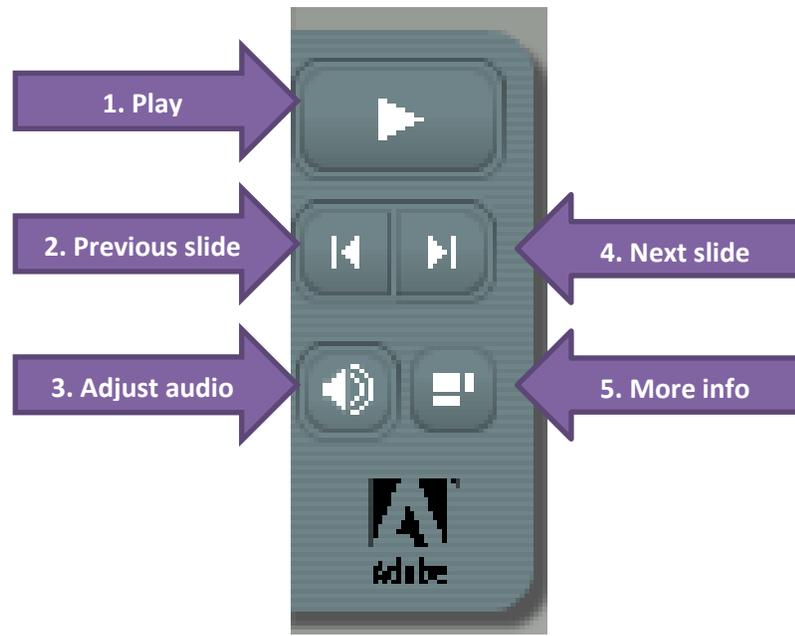
Once the Pre-Test is completed, be sure to download all of the training materials.



You are now ready to start the training. Click "Begin Training."

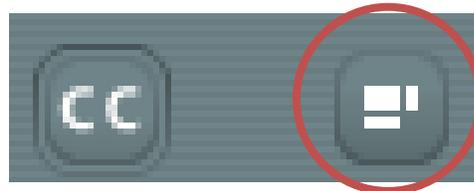


Controls



1. Play – click to play the presentation.
2. Previous slide – click to return to the previous slide.
3. Adjust audio – click to adjust the audio.
4. Next slide – click to advance to the next slide.
5. More info – click to access the slide layout and notes about the training.

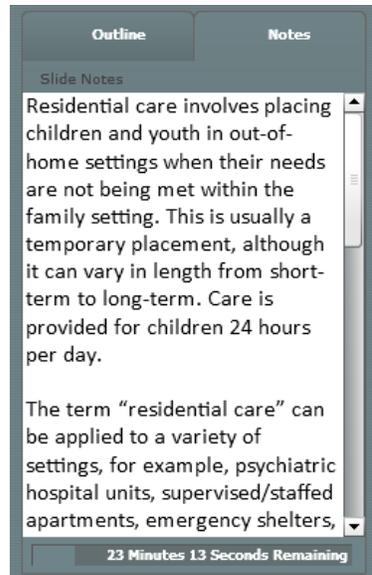
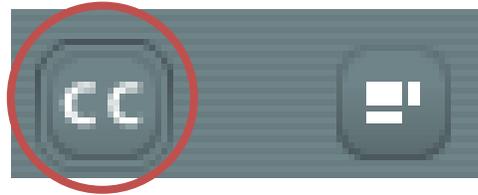
When you click on the “More info” button, your screen will expand to the right. The Outline section lists each slide in the module and its duration. If you click on the Notes tab, you will be able to access the transcription of the module. To close the outline of the presentation, click the rectangular icon again to go back to full screen.



Outline	Notes
Slide Title	Duration
▶ Slide 1	00:05
▶ Introduction	01:25
▶ Residential Child and ...	00:14
▶ Module 1 Objectives	00:51
▶ Continuum of Care	00:50
▶ What is Residential Ca...	01:13
▶ Types of Residential ...	00:14
▶ Types of Residential ...	00:05
▶ Video Examples	00:13
▶ History of Residential...	02:14
▶ Residential Care in th...	00:50
▶ Residential Care in th...	01:48
24 Minutes 59 Seconds Remaining	

Closed Captioning

In order to access closed captioning, click on the **CC** icon at the bottom of the slide. Please make sure you are viewing the presentation in the outline mode. If you are viewing the module using full screen, you will not be able to access closed captioning.



Advancing to the Next Section within a Module

When you complete a section, scroll down in the page, and on the left side of your screen, click the hyperlink for the next section you'd like to complete. The next section will load. Click the “Play” button to start the next section.



[Click here to access the next section of RCYCP Module 1: Overview of the Residential Child and Youth Care Practitioner, Beta Testing.](#)



Training Modules <ul style="list-style-type: none">Part 1Part 2 Audio Files <ul style="list-style-type: none">Module 1 MP3	Post Test	Additional Material <ul style="list-style-type: none">Part 1 - HandoutPart 2 - Handout
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Post Test

After completing the last section of the module, please take the Post Test to complete the online training. Please make sure to answer all of the questions, and hit the submit button.



Once you complete the Post Test, click the Evaluation link to complete an evaluation of the training. You will then be able to access your certificate of completion/CEUs.



Important Notes:

Please be aware that after 15 minutes of inactivity, you will be automatically logged out of the system. You cannot complete the training if you are not logged into your Institute profile. If you get logged out of the system, you will be prompted to enter your log in information again. Once logged in, you can navigate to the page where you left off, and continue the training.

During the training, you will be asked to click on links to watch videos. Those links will open a new browser on your machine. When you are finished with the video, you can close that window, but be careful not to close the window with the online training.

If you have any difficulties while completing the training, toward the top of the screen, click the link that says "If you have trouble viewing this training, Click Here." This will open the training in a new window, and should resolve any issues you are having.

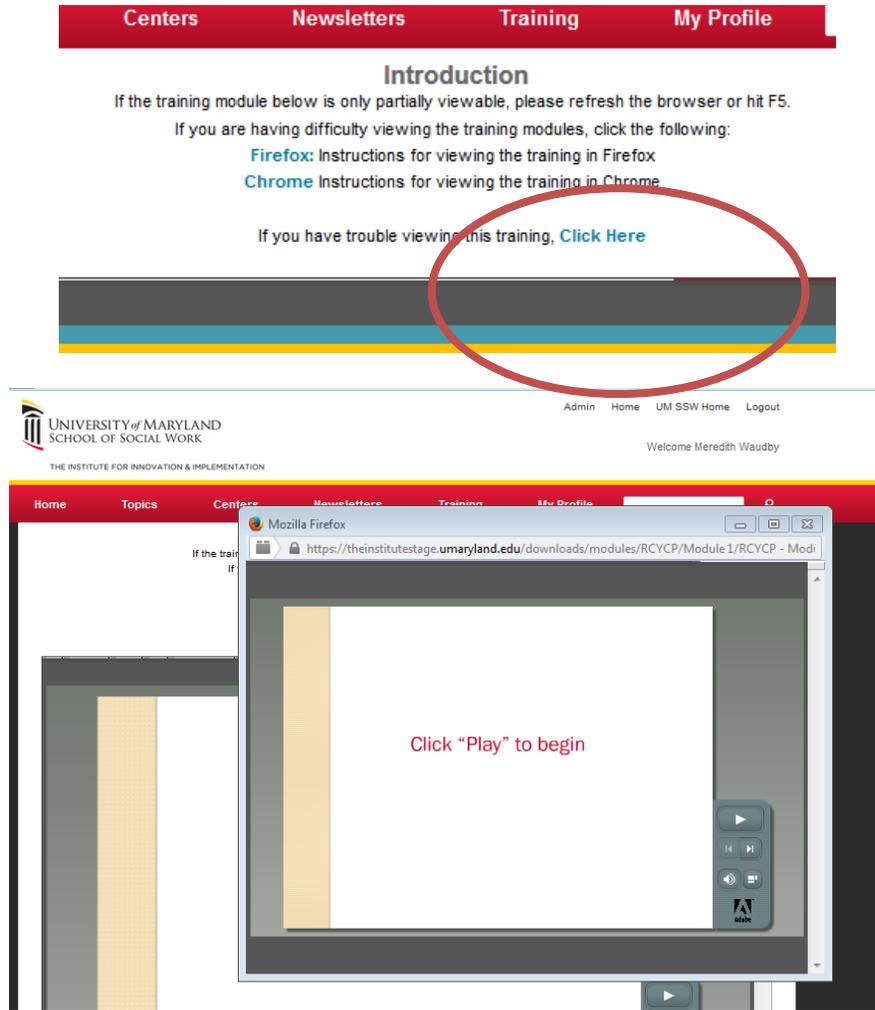
Part 1

If the training module below is only partially viewable, please refresh the browser or hit F5.
If you are having difficulty viewing the training modules, click the following:

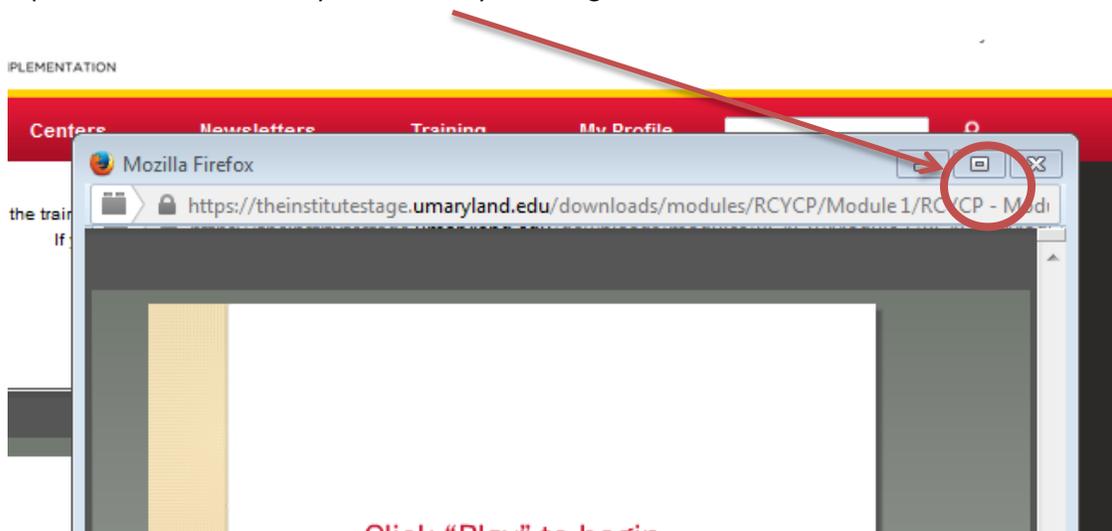
[Firefox](#): Instructions for viewing the training in Firefox
[Chrome](#) Instructions for viewing the training in Chrome

If you have trouble viewing this training, [Click Here](#)

When you click this link it will expand the player into another window:



You can expand this window to fill your screen by selecting:



During the training if you view a video, or follow a link, this training window will display that video, etc. Please be sure to not close this window, as it will reset the player and you will be prompted to start the section from the beginning and be forced to navigate through to the section where you left off.

Should you need any technical assistance, please feel free to call 410-706-8300.