

The Office of Recovery Services is pleased to provide information regarding the online, on-demand DBHDS PRS Supervisor Training. Completion of the course is required for direct supervisors who will be supervising Certified Peer Recovery Specialists (CPRS) whose peer support services will be billed to Medicaid. It is also available to other supervisors.

The online, on-demand training is offered through the Commonwealth of Virginia Learning Center (COVLC). There are a total of six modules to the course. There are two documents attached to help you access the course. The DBHDS-E – External Entities Domain Guide provides users with details on how to register, how to access their account, how to access courses, etc. The Accessing Courses Guide provides more detailed instructions on how to access courses, as well as provides a list of trainings [pg. 5]. Use the keyword “PRS” when searching for the course. The name of the course is “DBHDS-Supervision of Peer Recovery Specialists Online Training Curriculum 2020.” Click on this title rather than an individual module. (The “Orientation Guidance for DSP Supervisors is **not** the correct course. It is only an example in the instructions.) If you are a state employee, you should already have a user account. **If you do not work for the state or have an existing non-state user VLC account, you will need to create an account as an external user.** For external users, please note the following paragraph from the External Entities Domain Guide.

Attached is a user guide, which includes registration steps, for the Commonwealth of Virginia Learning Center (<https://covlc.virginia.gov>). On the Non-State Registration screen, scroll down to **DBHDS-E – External Entities**. **When you reach the Organization tab on the registration screen, do not enter your organization in the Find Organization field, leave it blank. Click the Search button, then scroll down and select DBHDS – External Entities***. If you do not see this, but another agency, you did not scroll down to DBHDS-E – External Entities on the initial screen. You will need to cancel and start over, selecting the correct domain.

**COVLC: DBHDS External Entities Domain Guide, Create New Account Screen, step #8*

Approval should happen quickly if you register using an agency or organizational email address. It may take a little longer if you are using a personal email address (such as yahoo or gmail), **as you will receive a follow up email. Please respond in a timely manner.** If you have difficulty registering/opening an account, please contact Keiana Bobbitt at keiana.bobbitt@dbhds.virginia.gov.

Please retain the certificate that you will receive at the completion of the online training (must complete all six modules). You will want to maintain a copy of the certificate in your personnel file.