

# ***Bucks County Drug & Alcohol Commission, Inc.***

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## **INSTRUCTIONS FOR TRAINING REGISTRATION**

Based on new DDAP guidelines, prior to attending any training sponsored by the Department of Drug and Alcohol Programs, participants must register on the DDAP Website. **If you do not register with DDAP, you cannot be scheduled, nor receive credit, for any DDAP sponsored training.** The following steps should be taken to setup an account:

Ligon to the DDAP Website: <http://apps.ddap.pa.gov/tms>  
Setup User Name  
Setup Password.

Once you have registered on the DDAP website, you will be able to attend DDAP sponsored trainings without having to re-register. You will, however, still have to call the contact listed on the training alert to register for a specific training.

If you are not attending a training for which you have registered, please be aware that it is your responsibility to get in touch with the contact person prior to the scheduled training and inform them of your cancellation. DDAP will assess a \$50 fee to an individual that does not cancel participation prior to a scheduled training.

## **INSTRUCTIONS FOR COMPLETING EVALUATION AND PRINTING OF CERTIFICATE:**

Upon full attendance of scheduled training, you are to log onto the website:

<http://apps.ddap.pa.gov/tms>

Complete the evaluation form by following these instructions:

- o Log on using your User Name/Password
- o Choose *Evaluation Form* - click on drop down arrow to find course, complete evaluation form and press Submit

Once you have completed the evaluation, you can print your certificate:

- o Choose Reports - on left side Navigation Bar
- o Choose Attendance Reports
- o Click on drop down arrow to find Print Course Certificate

**Any questions please contact DDAP Information Technologies  
Jessica Morrison, email: jemorrison@pa.gov phone #717-736-7452**