

## How to get a Certificate for Relicensing Training Hours from a “Just in Time” Live Event or Video

Foster, pre-adoptive and adoptive parents in Nevada are eligible to earn training hours for relicensing requirements by participating and interacting during live training webcasts or by viewing training videos posted within the [Just in Time Training Library](#). **Here's how:**

### Live Training Events and Webcasts:

- Pre-register for any **Just in Time** online training event and join the event from the link provided in the e-mail you receive after you pre-register. Participate in the event during the live webcasts and, following the event, you will automatically receive a Training Hours Certificate from the Center for Child Welfare (The Center) via e-mail. Print this certificate and share with your licensing worker.

**NOTE:** You must pre-register to receive a certificate for a live web event automatically.

- If you are physically present for a **Just in Time** training event happening in your area, the agency representative will provide you with instructions about receiving your certificate. In many cases, the certificate will be issued by the agency. In some cases, you will be asked to complete a sign-in sheet that includes your e-mail address. This will be sent to The Center and your certificate will be sent directly to you via e-mail. (This may take several days after we receive the sign-in sheet).

### Viewing Training Events or Video from our Library to Receive Training Certificates:

Our [training library](#) includes video recordings of past training events on a variety of topics. This list is constantly growing.

To receive training credit hours for participating in a recorded training event, you must:

- Watch a Training Video on a topic of your choice
- After viewing the video, click the link on that video page that says “Click to take the Quiz”
- You must pass the 10 question quiz with an 80% pass rate (8 of 10 question answered correctly)

After passing the quiz, you will see a page that reports your passing score.

**IMPORTANT:** YOU MUST PRINT THAT PAGE. It is your proof of passing the quiz and serves as your certificate for training credits.

If you close this page before printing it, you will not be able to retrieve it and will have to pass the quiz again in order to get proof of earning these credits hours (You do not need to view the video again to take the quiz again).

- If you do not achieve 80% on the quiz you may take the quiz again, however it may be a good idea to review the video or PowerPoint presentation again to assist in passing the quiz.

If you have any questions or need assistance, contact us at [qpinevada@usf.edu](mailto:qpinevada@usf.edu)