

Directions for Creating an Account and Registering with NV Partnership

When registering for a class being listed on the Nevada Partnership for Training you must register on the NV Partnership site. Registration must take place 24 hours prior to the class start time. To access and register on the NV Partnership site, please follow the instructions below.

Go to <http://www.nvpartnership4training.com/>

For First Timers at the Site:

Choose "Create an Account" in the upper tabs across the top of page

Read and scroll to bottom and click on "Go"

Read and check box off and click on "Create your Account"

Complete the form with your information.

Note:

- For password, you must use at least 3 digits or characters and it is case sensitive.
- For state/county child welfare employees, Agency choices are listed as: Clark Co DFS, DCFS MH – North, DCFS MH – South, DCFS Juvenile Justice, DCFS Central (or FPO), DCFS Rural Region , Other, and Washoe County DSS. **If you are a foster parent or work for an agency other than one of the State or County Child Welfare Agencies, please list your organization as "Other."**
- Select your Supervisor and Asst. Manager from drop down menu. **If you are a foster parent or do not work for a State or County Child Welfare Agency, select "NONE" from the dropdown list.**
- You must check off a box at the bottom (preferably Social Work or any other Licensing Body from which you hold a license). If you are a foster parent and/or do not have a professional license through one of the state licensing boards, choose: "I am not collecting CEUs, but I would like a Certificate of Completion."
- All * fields must be entered or it will kick it back.
- To leave the site, click on "Logout" or just close the screen.

You have successfully created an account; now select "click here" to register for a class

Registering for a Class:

Choose Register for a Class

- You will see a calendar for the current month with classes listed.
- To find classes in your location (such as Reno or Las Vegas, Pahrump or Carson City), be sure to use the Location filter at the top of the calendar.
- Just click on the title of the class in the calendar that you want to register for and follow the instructions.

For **Online classes**, Click the link on the upper right hand side of the calendar and it will take you to the online classes.

- Find the class you want to register for and then on the right side of the page you will find the link to Register for that class.
- **Please note that online classes begin the 1st day of each month (or the 1st Monday if the 1st is on a weekend). They are time limited so you must complete the class by the end of that calendar month. If you don't complete it during that time frame, you will lose your work and have to begin again.**
- **All online classes require essay questions be posted on the Q & A Library Discussion Board in order to be complete. Failing to do so will require you to start over the next month.**

Note: Register for each class separately using the same steps

Printing a CEU Certificate after Completing a Class:

After logging on,

Choose My Account in the upper tab on the top of the screen

Find Print CEU Certificates from the list. Select the class and hit "Go."

Click on Print Certificate button

Online CEU Certificates are located at the bottom of the page.

If you have any problems maneuvering the website, please contact NV Partnership at 702-486-7668 or email the contact: darlene.duncan@dcfs.nv.gov.