



Youth Peer Advocate Online Training

Steps for Accessing Level Two Training Modules

Welcome!

Congratulations on completing Level One YPA Online Training. This document will give you instructions on how to access Level Two Training modules.

For general guidance about how to use the CTAC-MCTAC Self-Learning Center, the platform used to access the Youth Peer Advocate Training Center, please contact us at ctac.info@nyu.edu or use the **Help** button in the Self-Learning Center.

1 Log in to the CTAC-MCTAC Self-Learning Center

To access the course, follow these steps:

- Visit the [Youth Peer Advocate Training](#) page on the YOUTH POWER! website.
- Click on the link for the YPA Training Level Two Course. That will take you to a login page on the CTAC-MCTAC Self Learning Center.
- Or click here to go directly to the [CTAC Self-Learning Center](#)
- Log in using the User ID and Password you already created for Level One.
- If you check the box that says *Keep me logged in*, then you won't have to sign in when you come back!



Once you have logged in, click on the *Catalog* button on the red navigation bar.

YOUTH POWER!

YPA Training and the YPA Credential

These online modules are part of the training required to obtain a Youth Peer Advocate Credential. The YPA Credential is administered by YOUTH POWER!. For more information on the YPA Credential eligibility and requirements, check out YPA Credential page [here](#) or contact YPAcredential@YOUTHPOWERNY.org.

The YPA Online Training

[Pre Training Questionnaire](#)

Before you begin Level One, you will complete a pre-training questionnaire. This is required for all training participants. The information will be used for research purposes only and no names will be attached to the outcomes.

Status

Current Status

Completed, Enrolled, Incomplete

Calendar

January 2019

- You will see all courses that are available under YPA training.
- Select YPA Level Two by clicking the *Request* button.

Catalog Below you will find the list of available courses and classes. If a course or class is designated as unrestricted you may enroll yourself in it. If the course is restricted, you may request enrollment.

[Live Training Calendar](#)

Youth Power

Youth Peer Advocate Training: Level One
More Info Price: Free Enrolled

Youth Peer Advocate Training: Level Two
More Info Price: Free [Request](#)

Search

Term:

[Submit](#)

Shopping Cart



2 Wait for an Email

- Within 3 days you will receive an email from the YPA Training Center letting you know if your request has been accepted.
- Make sure to add the email address ctac.info@nyu.edu to your contacts so that emails from our system will not end up in your spam folder.
- If your request has been accepted you can go on to complete the modules.
- If your request is not accepted it means that you may not have fully completed Level One, or there is a technical issue. Please contact us at YPACredential@YOUTHPOWERNY.org or call our office at 518-432-0333, ext. 18.

3 Complete the Modules

- To view the YPA Level Two Course you just enrolled in, click on the **My Training** tab, located at the top of the screen within the red navigation bar.
- You must complete the modules in order. As you complete modules, the green arrow on the next module will appear.
- When you are done, you will be able to print out a certificate of completion just like you did for Level One.
- Next, visit YOUTH POWER!'s [Youth Peer Advocate Training](#) web page to sign up for the in-person component of Level Two YPA training. In order to take the in-person training, you need to meet certain requirements, including submitting your certificate of completion of Level Two online training.

The screenshot shows a web interface with a red navigation bar at the top containing links for Home, My Training, Transcript, Catalog, Resources, Profile, and Help. Below the navigation bar, the main content area displays the course title 'Youth Peer Advocate Training: Level Two' with a status of 'Incomplete'. There are two attachments listed: '6 Steps to a Youth Peer Advocate Professional Credential.pdf' and 'Getting Started Guide.pdf'. A table below lists five modules with their completion status and progress indicators.

Module Name	Status	Info	Next
Module 1: Introduction to Level Two	Passed	Info	Next
Module 2: Service Systems, Part I	Passed	Info	Next
Module 3: Service Systems, Part II	Not Attempted	Info	Next
Module 4: Education into Career	Not Attempted	Info	
Module 5: Understanding Marginalized Populations	Not Attempted	Info	



Self-Learning Center Help and Troubleshooting



There are several ways to contact us for assistance and troubleshooting:

- Click on the **Help** tab, located within the red navigation bar at the top of the screen.
 - Click Submit Help Request and send the site administrator a detailed message describing the issue.
 - All Help Requests will be answered within 2 business days to the email that you have on file within the Self-Learning Center.
- Email the site administrator, at ctac.info@nyu.edu

Please make sure to include all pertinent details describing the issue.

For More Information on Youth Peer Advocate Credential



For complete information on training and other requirements for the YPA Credential, please check out YOUTH POWER!'s [Workforce Development](#) web page or contact YPAcredential@YOUTHPOWERNY.org; 518-432-0333 ext. 18.

