

## Instructions to Create RHNTC Account, View Courses & Download Certificates

To access the NEW January 2021 *Identifying and Responding to Human Trafficking in Title X Settings E-learning Course* and to obtain a certificate of completion, each staff person must log-into the RHNTC training tracking system. The RHNTC course tracking system will confirm each person's course, evaluation and certificate download completions.

**NOTE:** Certificates of completion and continuing education (CE) credits are currently available to **logged-in RHNTC users only**.

Complete the following instructions to complete the course and download certificates of completion.

1. To create a RHNTC training account, please take two minutes to locate the "Create Account" link at <https://rhntc.org/>. This link is in blue font near the top of the screen, see screen shot below.



2. Upon entering your RHNTC account, search for the January 2021 *Identifying and Responding to Human Trafficking in Title X Settings E-learning Course*.
3. Register for the course. Registration and completion of the course with a certificate will fulfill your agency's Human Trafficking training policy.
4. **For the best experience**, use Firefox or Chrome web browser to view the e-learning course.
5. To listen to the audio version on most pages, press the "Play" button. If the "Play" button doesn't appear near the top of the web page or work properly
  - a) confirm you are using Firefox or Chrome web browser and
  - b) reload the course. If problems continue, consult a co-worker, contact your local IT staff or contact RHNTC by pressing the "Connect with RHNTC" tab on the screen shot above and explain the issue.

### 6. Course Evaluation and Certificate Download

- ✓ **Certificates of completion** and continuing education (CE) credit (1 contact hour) are currently available to **logged-in RHNTC users only**.
- ✓ **After completing the evaluation, each employee can download a certificate of completion from your RHNTC Training Account.**
- ✓ Press the "Track My Training" tab on the *Manage Account & Training* page to view your certificate of completion for this training or continuing education (CE) credits, see screen shot below.
- ✓ Each employee will give their RHNTC certificate to their agency's Family Planning Nurse Coordinator or Nursing Director/Manager/Supervisor for training documentation. The staff person should also keep a certificate copy.
- ✓ The updated **NC *Family Planning Staff Title X Orientation and Annual Trainings Checklists*** should be downloaded and used in employees' folders as they complete the NEW *Identifying and Responding to Human Trafficking in Title X Settings E-learning Course*.



Training Name	Training Source	Date Completed	Certificate Downloads
Title X Orientation: Program Requirements for Title X Funded Family Planning Projects eLearning	FPNTC	2017-11-15	<a href="#">Completion</a>
Identifying and Responding to Human Trafficking in Title X Settings eLearning Course	FPNTC	2021-01-12	<a href="#">Completion</a> <a href="#">CE Credit</a>