

To register/purchase a course for yourself:

1. Click the CTI logo or select “Home” from the drop down menu in the top right corner of the page to go to the homepage or click the link to the right: centralizedtraining.com.
2. Click the “View” button for either CTI-EBP In-Person Workshops or CTI-EBP Online Courses (depending on what type of training you are looking for). This will take you to a course listing page.
3. Find the course you want and click the “Read More” button.
4. When the course description opens in a new box, click the “Enroll” button. This will take you to the course in the CTI Store. *Please note that the In-Person Workshops are not always offered. If an In-Person Workshop isn’t currently scheduled, it will say, “No scheduled workshops at this time.”
5. You will see the course description and an “Enroll Now” button at the bottom of the page. Click “Enroll Now.” Check that the quantity box reflects “1”. Click “Check Out” and you will be prompted to log in with your existing Centralized Training account username (i.e. someone@uthscsa.edu) and password. If you are new to Centralized Training, click on the “Create an Account” button and complete the form to create an account. Once logged in, you will see the price of the workshop or course effective for your agency.
6. Enter all the requested information (a red asterisk indicates required information) then click “Proceed.” Do not click the box that says, “I am buying this course on behalf of someone else” if you are buying the course for yourself.

7. Once you have followed all these steps, you will receive a confirmation email with information about your order and the course purchased. You will then be able to access the training by clicking the “Click Here” link.

To register/purchase a course for someone else:

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2. Click the “View” button for either CTI-EBP In-Person Workshops or CTI-EBP Online Courses (depending on what type of training you are looking for). This will take you to a course listing page.
3. Find the course you want and click the “Read More” button.
4. When the course description opens in a new box, click the “Enroll” button. This will take you to the course in the CTI Store. *Please note that the In-Person Workshops are not always offered. If an In-Person Workshop isn’t currently scheduled, it will say, “No scheduled workshops at this time.”
5. You will see the course description and an “Enroll Now” button at the bottom of the page. Click “Enroll Now.” Check that the quantity box reflects “1”. Click “Check Out” and you will be prompted to log in with your existing Centralized Training account username (i.e. someone@uthscsa.edu) and password. If you are new to Centralized Training, click on the “Create an Account” button and complete the form to create an account. Once logged in, you will see the price of the workshop or course effective for your agency.

6. Enter all the requested information (a red asterisk indicates required information) then click “Proceed.” Be sure to click the box that says, “I am buying this course on behalf of someone else” if you are buying the course for someone else. (If you are purchasing courses for multiple different people, this box will not appear.)A page will then appear thanking you for your order. Scroll down until you see, “Training Access Details” and click the “Click Here” button in order to manage the courses you purchased.
7. A page will then appear thanking you for your order. Scroll down until you see, “Training Access Details” and then click the “Click Here” button in order to manage the courses you purchased.
8. To add students, click “Click Here to Add Students.” Then, enter the first and last name and work email address of the person who will be attending the training and click “Enroll.” If you want to enroll yourself, enter your own information in this section.*To be considered registered for the training, the person or people you enroll must have an existing account on centralizedtraining.com. If they do not have a Centralized Training account, they will not be considered registered for the training even if you enter their email address.
9. Anyone registered can then view their registered courses by logging in to their Centralized Training account and going to the “My Courses” page.

To access courses you have already purchased:

1. Click this [Login link](#) to be taken to the login page or scroll to the top of any page on this website and click the [Login link](#).
2. Login using your existing work email address (ie. someone@uthscsa.edu) and password.
3. Once logged in you will be directed to your “My Courses” page.
4. Click on the desired course to begin the modules.