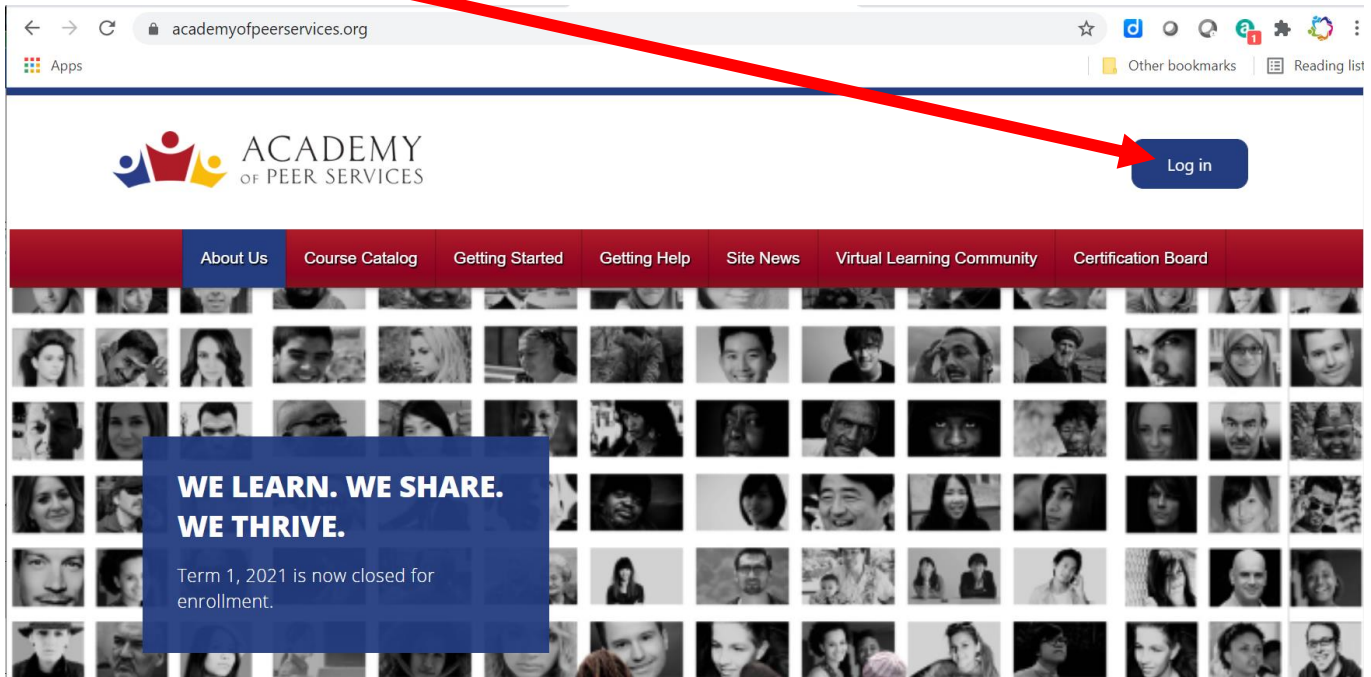


Quick Reference Guide to taking courses in the Academy of Peer Services

If you are not familiar with the Academy of Peer Services, here's how to register for and complete courses. Even though the registration looks like a "shopping cart," all courses are free of charge.

Step 1: Go to the Academy of Peer Services: <https://www.academyofpeerservices.org/>

Step 2: Click Log in



Step 3: If you are returning, enter your username and password to Log in.

Login
Already have an account? Log in below.

[Forgot password?](#)

Is this your first time here?

If this is your first time at the Academy, click the **Create new account** button at the bottom of the screen.

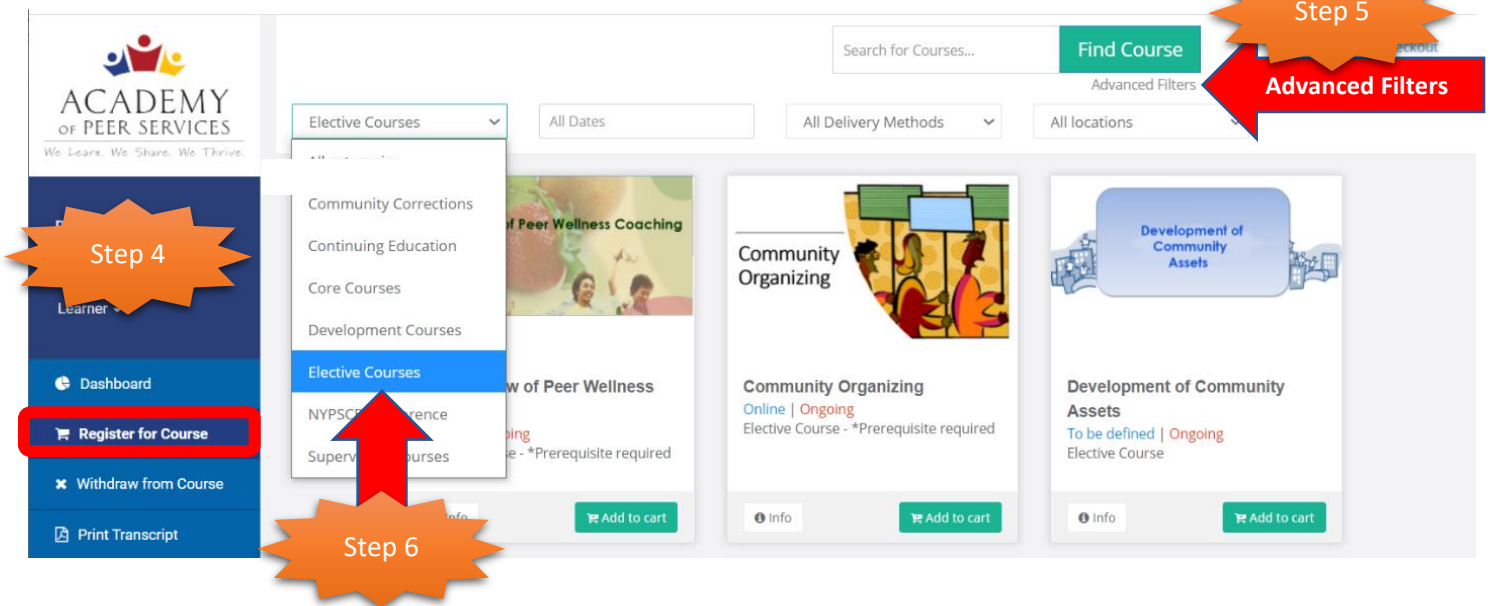
If you need assistance, contact our End User Support Specialist. Send email to: academyofpeerservicesnyomh@gmail.com

Include your phone number so they can call you back.

Note: At the start of a term, all courses and tests have been reset so you will need to register again for courses you may have started previously.

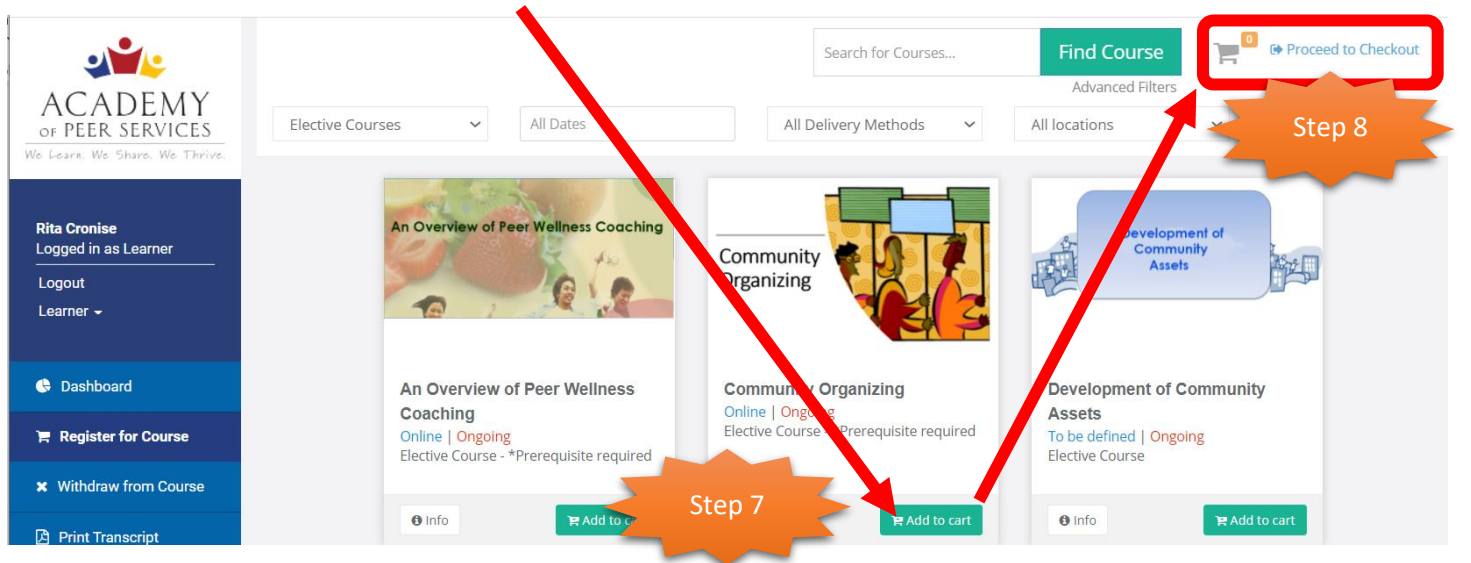
Step 4: Click **Register for Course** on the dashboard.

Step 5: Under the green Find Course button, click **Advanced Filters**.



Step 6: Under **Categories**, choose the type of course in the drop-down menu. Options are Continuing Education (APS CE), Core, Development, Elective and Supervision.

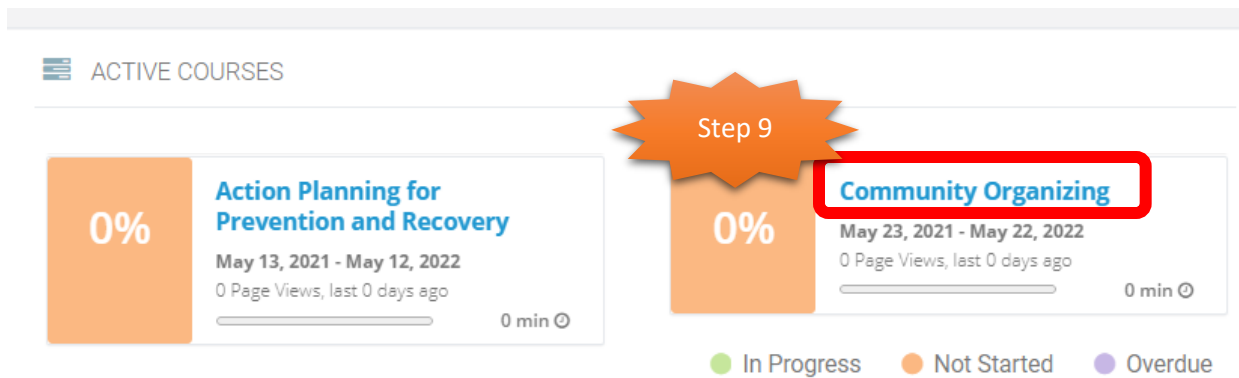
Step 7: Choose a course, then select **Add to Cart**.



Step 8: **Proceed to Checkout** (next to the shopping cart.)

In the next two confirmation windows, click **Confirm** and **Go to Dashboard**.

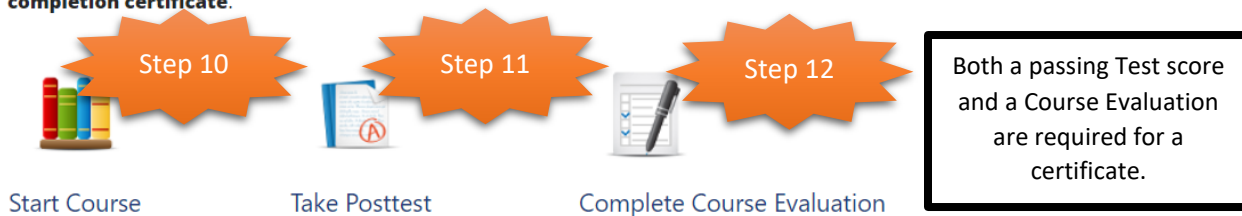
Step 9: Click the title of the course in the **ACTIVE COURSES** window of the Dashboard.



Step 10: Click **Start Course** to launch the course.

Community Organizing

After working through this online module, you will need to complete a **posttest** and a **course evaluation** in order to print your **completion certificate**.



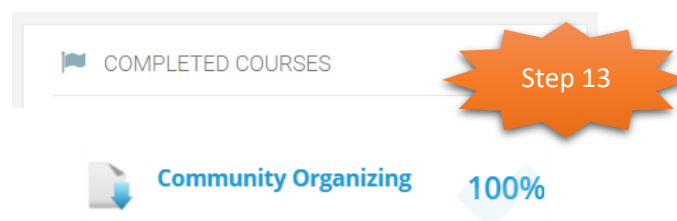
Step 11: Click **Take Posttest** when you are ready to attempt the course test.

You will need a score of 75% or higher (for Core and Elective) or 80% or higher (for APS CE) to be eligible for a certificate. You have two attempts to successfully pass the course test. The test is not timed and you can stop to go back to review the course content before submitting an attempt. If you do not pass the first attempt, the test for the second attempt will be different so review your answer choices carefully. If you are unable to pass after two attempts, you will be able to return and take the course and test next term.

Note: After reviewing a test attempt, you may need to click the course title (Community Organizing in this example) to return to the course page.

Step 12: Click **Complete Course Evaluation** (required for a certificate) after passing the Posttest.

Step 13: In your Dashboard, Completed Courses window, click the course title or icon with the arrow to download the course certificate.



Allow 1 hour after completing the test and course evaluation before checking COMPLETED COURSES.



Note: If you need assistance, with accessing or completing courses, send email to: academyofpeerservicesnyomh@gmail.com

Be sure to include your phone number so they can call you back.

All Academy of Peer Services courses are valid for the NY CPS certification through the New York Peer Specialist Certification Board. For other certifications, check with your certification authority to verify whether these courses will apply.

- *For more information on registering and accessing Academy Courses, review the [User Guide](#).*
- *For answers to frequently asked questions about the Academy, review the [FAQ](#).*