



WESTSIDE REGIONAL CENTER

January 17, 2024

2024 Virtual Non-Violent Crisis Intervention (CPI) Training Policy

Please read this message in its entirety before completing your payment. As a result of COVID-19, we are now only offering CPI virtually. Additionally, because of the pandemic, we will not be able to provide training on or certify you in any of the physical disengagement skills or holding skills at this time. Please note the price for the course has increased as a result of CPI increasing the cost for materials on their end. Additionally, at this time you may only enroll up to 3 staff from your agency. You will need to complete a separate order for each person you enroll.

This virtual course is available for Westside Regional Center service providers only. Those who are not WRC service providers should contact CPI directly to locate an alternative course. You will be prompted to enter your organization name and WRC vendor number, the name of the person taking the course, a valid email address connected to the person taking the class and a physical address where the workbook can be mailed. The participant's name and email address are extremely important. **Please ensure that all of the participants' information is accurate regardless of if you are a program admin paying on behalf of someone else.** There is an e-learning component of the training that will be sent directly to the email address you provide as the participant's address.

Once the e-learning component of the training has been distributed, it may not be reassigned to another individual and no refund will be issued. The structure of the new virtual class is as follows:

Step 1: Complete the order form accurately and make your \$47.82 payment via the Eventbrite link for the class you wish to take.

Step 2: A WRC staff will verify that you are a WRC vendor. We are not authorized to train anyone that does not have a WRC specific vendor code, so please have this available when you check-out.

Step 3: Once your vendor status has been verified, an email will be sent containing the e-learning training portion of the CPI course. The course will only be sent to the email that you list under "**participant's email**". **Completion of the e-learning course is required before the scheduled live session date. The e-learning course will take between 2-3 hours to complete so please plan accordingly. Anyone who does not complete the e-learning will not be admitted to the live course and will be unable to obtain blue card certification.**

Step 4: A physical workbook for the CPI course will be mailed to the address you provide on the Eventbrite order form. You may use your vendor office address if that makes the most sense for

your participants at this time. The participant will need the workbook to take notes during the e-learning portion of the training and during the live class.

Step 5: Once the e-learning course has been completed, the participant will be formally enrolled in the live portion of the class taking place on Zoom from 9am-4pm on the designated date. A zoom link will be sent, the Monday prior to the training, upon completion of the e-learning.

Step 6: Pass the test at the end of the live class and receive a certification letter, in place of the blue card, for all units of CPI with exception of the physical disengagement skills and holds.

*Both the e-learning and the live class must be completed in order to receive certification.

If you have any questions, please call Martha Butler at 310-258-4083.