

New users should follow the steps below:

1. Click this link: <https://ifs-ohio.csod.com/login/render.aspx?id=defaultclp>
2. Select "To register as a new user, please Click Here."
3. Complete the required fields, ensuring all the information you submit is correct.
 - a. Division (Agency)- select "Private."
 - b. In the corresponding Dropbox, select "A New Leaf, Inc."
 - c. Primary Position- select "Prospective Foster/Adoptive Caregiver."
 - d. Primary Position County- search your county of residence in the title and select your county.
 - e. You do not have to complete a secondary position, secondary position county or CSWMFT Board License Number unless applicable.

* Required Field

For Division, please expand the Public or Private options by clicking on the black plus sign to select your agency.

* First Name:

* Last Name:

* Email Address:

* Address Line 1:

Address Line 2:

* City:

State:

* Zip:

* Phone:

Manager: **No Manager**

* Division (Agency):

* Primary Position:

* Primary Position County:

Secondary Position:

Secondary Position County:

CSWMFT Board License Number

4. Hit next
5. Complete the second page.
6. Hit next.
7. Complete this last page.
 - a. Under Resource Caregiver/Parent Licensure, you should not have to put anything since you are not licensed.
 - b. Under Level of Care (LOC), you would select family or treatment.
8. Input a password and hit submit.

* Required Field

Only complete these fields if applicable as a Caregiver.

Resource Caregiver/Parent Licensure/Appr...:

Level of Care (LOC)

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 12 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password

* Confirm password

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

Once submitted, you will be taken to a page that confirms that you have submitted your information. You may or may not receive an email from someone that works through the Central Ohio Training Centers that will ask what agency you are with, you will need to let them know **A New Leaf, Inc.**, and they will approve your account in CAPS. You can log in through this link: <https://ifs-ohio.csod.com/login/render.aspx?id=defaultclp>

You may receive an email stating that you are registered but if you do not after a few days, try logging into the site. Once you can log into the site, you will be able to find all the training you need by:

1. Select view Courses.

2. Under filters and type, select "Curriculum."
3. You will find a Curriculum for "Preservice Training for Caregivers and Adoptive Families."

PRESERVICE TRAINING FOR CAREGIVERS AND ADOPTIVE PARENTS	
ONLINE CLASS	Preservice: Orientation
ONLINE CLASS	Preservice: Caregiver Role and Responsibilities
EVENT	The Basics of Placement (Content 2.5 Hours, Scheduling Varies)
EVENT	Trauma Overview (Content 1.5 Hours, Scheduling Varies)
EVENT	The Impact of Trauma on Children in Care (Content 1.5 Hours, Scheduling Varies)
EVENT	Permanency (Content 1.0 Hours, Scheduling Varies)
EVENT	Maintaining the Child's Connections (Content 1.5 Hours, Scheduling Varies)
EVENT	Partnering with Primary Families (Content 1.5 Hours, Scheduling Varies)
EVENT	Child Development (Content 2 Hours, Scheduling Varies)
EVENT	Adolescent Development (Content 1 Hours, Scheduling Varies)
EVENT	Effects of Caregiving (Content 2 Hours, Scheduling Varies)
EVENT	Diversity Foundations (Content 1.5 Hours, Scheduling Varies)
EVENT	Discipline Foundations (Content 2 Hours, Scheduling Varies)
ONLINE CLASS	Medication Management
EVENT	Adult, Child, Infant CPR/First Aid/AED (Content 2 Hours, Scheduling Varies)

A New Leaf uses <https://nationalcprfoundation.com/courses/standard-cpr-aed-first-aid/> for it's CPR/1st Aid/AED training. It costs \$14.95 up front for each applicant, however, once you turn in your receipt to ANL, you will be reimbursed for the cost of the course. This is a 1 hour, online training, which you can complete at your convenience.

The classes that state they are an "online class", are ones that you will be able to take on your own at any time. The ones that state they are an "event" will be ones you have to schedule and are offered either virtually or in person. The only training you will not have to register for through this website is CPR/First Aid/AED as we are planning another method for homes to complete this. To the right of the listed training, you will see where you can select "open curriculum". When you open the curriculum, you can go through and request sessions for each training you need to complete. Please pay attention to the location because some will have virtual options while others will be in person.

CPS-ECORTC 3/1/2023 (Wednesday) 3/1/2023 (Wednesday) 8:00 PM EST 10:45 PM EST Duration: 02:45 Location: ECORTC - Virtual , ECORTC Language(s): English (US)	2008	12	0	Request
CPS-ECORTC 3/3/2023 (Friday) 3/3/2023 (Friday) 6:00 PM EST 8:45 PM EST Duration: 02:45 Location: ECORTC , Guernsey , ECORTC Language(s): English (US)	1592	9	0	Request
CPS-SEORTC 3/4/2023 (Saturday) 3/4/2023 (Saturday) 9:00 AM EST 11:45 AM EST Duration: 02:45 Location: South Central Ohio Job & Family Services - Ross County , Ross , SEORTC Language(s): English (US)	2067	10	0	Request

If you have any questions at all, please let me know.