

1. Login to your LMS Account [HERE](#)

2. Select Timeline on your Home page

The screenshot shows the LMS Home page with the following elements:

- Navigation Bar:** Includes the Academy logo and a search icon.
- Main Content Area:** Features five large buttons: 'Academy of Professional Excellence 20 YEARS OF EXCELLENCE', 'TIMELINE' (highlighted with a red border), 'LIBRARY', 'ALL USERS', and 'REPORTS'.
- MY LEARNING:** A section with a '5 Training Activities' counter and a list of activity types: Critical, Assigned, Current, Upcoming, and Required Certifications.
- QUICK LINKS:** A list of links including 'Getting Started', 'Training Transcript', 'Training Schedule', and 'Training Analysis'.
- RESOURCES:** A section titled 'BHETA Upcoming Training' with a sub-section for 'ASL Interpreter Request' and a link to 'Continuing Education Information'.
- BHETA:** A section with the BHETA logo and a description of the Behavioral Health Education & Training Academy (BHETA) services.
- UPCOMING TRAINING:** A section with the heading 'UPCOMING TRAINING' and a message: 'There are no records to display.'
- RECENTLY LAUNCHED:** A section with the heading 'RECENTLY LAUNCHED' and a message: 'There are no records to display.'

3. Select Completed tab

The screenshot shows the 'TRAINING SCHEDULE' page with the following elements:

- Page Header:** Includes the Academy logo and a search icon.
- Section Header:** 'TRAINING SCHEDULE' with a sub-header: 'This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.'
- Search Bar:** A search input field with a magnifying glass icon.
- Filter Tabs:** A row of tabs: 'CURRENT/UPCOMING', 'EXPRESS INTEREST', 'COMPLETED' (highlighted with a red border), 'CANCELED', and 'WAITING LIST OR PENDING APPROVAL'.
- Actions:** A row of buttons: 'Export To Excel', 'Print', and 'View Calendar'.
- Table:** A table with the following columns: Activity Name, Status, Code, Region, Start Date, Completed Date, Score, Grade, Passed, Rating, and Actions. The table contains 7 rows of training activities, all with a status of 'ATTENDED'.

Activity Name	Status	Code	Region	Start Date	Completed Date	Score	Grade	Passed	Rating	Actions
Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Training for Clinicians ILT Class	ATTENDED	BH0001/0217		2/21/2017	2/22/2017			Yes		
TF-CBT Training - Day 1 of Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Training for Clinicians Session	ATTENDED	BH0001/022117		2/21/2017	2/21/2017			Yes		
TF-CBT Training - Day 2 of Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) Training for Clinicians Session	ATTENDED	BH0001/022217		2/22/2017	2/22/2017			Yes		
Introduction to Motivational Interviewing ILT Class	ATTENDED	BH0003/0217		2/7/2017	2/21/2017			Yes		
MI Skills: AM of Introduction to Motivational Interviewing Session	ATTENDED	BH0003/DAY2AM/072117		2/21/2017	2/21/2017			Yes		
MI Overview of Introduction to Motivational Interviewing Session	ATTENDED	BH0003/2717		2/7/2017	2/7/2017			Yes		

4. Select the downward arrow on the OPTIONS button and click Diploma

ILT Class

CYFSOC UNDERSTANDING AND DIAGNOSING COMPLEX BEHAVIORAL HEALTH CONDITIONS

ATTENDED

07 Hours

The County of San Diego Behavioral Health Services Children, Youth and Families (BHS-CYF) provides services to children who are insured by Medical as well as unfunded youth up to age 21 who have serious/severe behavioral health difficulties. This course will help training participants to understand and diagnose complex conditions in the Children's System of Care and develop

View More

REGISTER OPTIONS

- Add to Favorites
- Diploma
- Print

ACTIVITIES DETAILS

Attempt History

Notes

Below are the details about this activity including activity user notes and instructor notes.

User notes: -Determine the level of complexity of behavioral health conditions experienced by children and their families -Recognize tools and methods that can be used to identify complex symptoms -Diagnose complex behavioral health conditions using ICD-10 and/or DSM 5.

Schedule and Pricing

Below are the details about this activity including schedule and pricing information.

Start date: Thursday, December 8, 2016 8:30:00 AM PST

End date: Thursday, December 8, 2016 4:30:00 PM PST

5. Click Print or Export your diploma as a PDF

SumTotal

PRINT EXPORT TO PDF CLOSE

CONTINUING EDUCATION

Academy for Professional Excellence

Verifies that

BHETA Test

License #:

has successfully completed and is awarded 7 CE for

CYFSOC Understanding and Diagnosing Complex Behavioral Health Conditions

on 12/8/2016

Jennifer Tucker-Tatlow

Jennifer Tucker-Tatlow

Director, Academy for Professional Excellence

â€œInspiring Innovative Solutions in Health and Human Servicesâ€