



Advanced Public Service Training Registration User Template

Thank you for choosing NMJC Training & Outreach for your Advanced Public Service Training needs. In order for us to better serve you, we have constructed this registration user template which will guide you through the registration process for both in-house and online training. Training supervisors may make additional copies of this template and utilize it for in-service training purposes or for department/facility hand-outs. Please note that our training offerings are accredited courses, thus certain restrictions and regulations apply. If you have any questions regarding this process, please call 575.492.4712 Mon-Fri 8am-5pm.

CREATE YOUR USER ACCOUNT: Before you begin using our services, you must create a user account. This is necessary for you to register for courses and successfully complete the checkout process. We take great seriousness and care with the security of your personal information and certification numbers, thus sometimes you may be required to log-in more than once during online processes. To set up your user account:

1. Go to **www.mytrainingmadetofit.com**. On the left side menu, click “*Sign In*” and you will see “*Create New Student Profile*”. This is for new users only. If you have already signed up, then you may enter your username and password on this menu page.
2. After you have clicked “*Create New Student Profile*”, begin entering your information on new user form. Every caption highlighted in blue is required. Make sure to enter your Certification Number in the space below. Remember, this is a secure server and this information is only allowed access by you. Click submit, then enter your department information. Click submit again.
3. You will now receive a confirmation email with your personal information.
4. Now, you may enter the www.mytrainingmadetofit.com site and register for courses.

AVAILABLE COURSES:

1. Go to **www.mytrainingmadetofit.com**. On the main page, click the box entitled “*Advanced Public Service Training*”. This will forward you to our Advanced Training Website at www.nmjcadvancedtraining.com.
2. On the menu bar, click “*Training Calendar*”. Here you will find what is available for both in-house and online training. In-house refers to training that is held here at the NMJC Training & Outreach Facility unless otherwise noted. You can click each course to obtain course information, dates, times, and locations.
3. You can click each course to obtain course information, dates, times, and location. You may click each course for the course description. If the listed course is not provided by NMJC, you will be directed to the instructional provider’s website to register.

IN-HOUSE TRAINING:

1. To register for in-house training, click on the course of your choice. You will then be directed to the course description. Click “Add-To-Cart” next to your selected course. If not already logged into the registration site, you will then be prompted to enter your username/password (See **Create Your User Account**).
2. After you have made your course selection(s), click “Check Out” on your shopping cart.
3. Review your selections. If you agree with our Refund Policy, click the appropriate box. Click “Check Out” to proceed.
4. Enter your credit card information as requested and click “Process Payment”. Please note that we do not accept the American Express card. You will then receive a confirmation email/receipt of your registration.
5. You are now registered for your selected In-House Training Course. Any course date, time, or cancellation changes will be directly sent to your submitted email address.



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ONLINE ADVANCED TRAINING: We take great care with securing your professional information. In order for NMJC to provide you with quality and secure online training, certain guidelines must be maintained.

1. Follow the same procedure for In-House Training to register.
2. After you have registered, you will receive two emails within 24 hours (weekends not included). In one email, you will be sent the link to enter your online course, and another email with an online course enrollment key.
3. Once you click the online course link will be automatically sent the online course site.
4. If this is your first time to use the online course site, you must create another user profile. Please refer to the **“Is this your first time here?”** column. You may submit the same username and password you chose on the registration site where you made your payment. Please fill out the required information and submit.
5. After you submitted the online course profile. You will now receive a confirmation email to confirm your profile. Check your submitted email and confirm your information. **THIS IS FOR YOUR SECURITY!**
6. After you have successfully set up your online course training profile, log on with your new username and password.
7. You are now at the Online Training Course Site. Click on the course you have registered for and enter your course access key code.
8. All online courses require a access key code to begin. These key codes will be emailed to you within 24 hours of your registration to confirm your certification/department information. Key codes are sent during normal working hours Mon-Fri 8am-5pm. If you register on Friday, you will not receive your key code until the following Monday. (Refer to Step 2)
9. **YOU ARE RESPONSIBLE FOR YOUR KEY CODE.** Any unauthorized use of the key code will be subject to your removal from the online training system. Key codes sent to you are for your use only! Any violation will be promptly submitted to your State Training Agency and Department Chief.
10. Once you receive your key code, enter it in the appropriate box. You are now ready to begin your course!
11. Course content is listed by topic. Each topic is allotted the appropriate time requirements and consist of quiz questions throughout the topic content. Each question must be answered in each topic.
12. Video, PowerPoint, and other multi-media content is presented in topics with just a click of your mouse.
13. After you have completed the last topic, you must take the exit exam. Click on the exam and answer the questions to the best of your knowledge.
14. Course testing and time allotments are continually monitored. Any finding of cheating, misuse of information, or other misconduct will result in your disqualification and subject to the notification to your department.
15. A score of **70%** or better is required to pass each test. You will be given limited opportunities to take the exam (based on the conditions of the course). Should you fail all of the allotted attempts, you must re-register for the course and pay an addition course fee.
16. After you successfully take the exam, click on “Finish Course”. Here you find directions to submit your results. For New Mexico officers, these results will be sent to the NMDPS Advanced Training Bureau and a certified certificate of completion will be mailed to you for your training records. For Texas officers, a certified certificate with the TCLEOSE General Course # will be sent to your submitted address.

PAYMENT METHODS: Online payment can be made only be credit card, and/or Departments may call 575.492.4712

For assistance, please call 575.492.4712 Mon-Fri 8am-5pm

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