# Nicotine Dependence Treatment Specialist Certification
## Learning Activity Guide ~ Online Component

- All Learning Activities are completed sequentially. Use the Navigation buttons at the bottom ("Previous" or "Next").
- At any time, you can use the menu item links on the left side of the page to return to the Home page or the Module overview page.
- At the end of each Module is a quiz or assignment. A quiz score of 100% is required to move on to the next Module.
- You are allowed an unlimited number of attempts at each quiz. Click on "Take the Quiz Again" link on the right side of the page.
- At the completion of each Learning Activity module, you may review any content page or completed quiz for reference.
- Print your Case Study at the end of Learning Activity 9
- Complete the Certification Exam – you have multiple opportunities to successfully complete the exam (score of 70% or higher)
- After successfully completing the exam, Register to attend Part II Live Practicum to earn Certification or Exit the program.

| Step | Action | Title | Notes |
|---|---|---|---|
| 1 | Open | Navigate to aztreattobacco.org in your web browser. This address will take you to the online course. | Open in Chrome, Mozilla Firefox, Safari, or a similar browser. * Internet Explorer is not a supported web browser on this site. |
| 2 | Enter | Click **Join the Course** in the top right corner of the page. Enter an email address to create a new account or log into an existing Canvas account. | **IMPORTANT**: You will receive an email prompting you to **complete your account registration and set a password**. |
| 3 | Select | Read instructions and overview on the front page. | |
| 4 | Select | Click on **"Modules"** link from text in the instructions or on left side of page to begin. Complete Learning Activities sequentially, beginning with **Registration.** | All pages of each Module in the Online Learning Activities must be viewed in order to complete a Module. |
| 5 | Select | **"Case Study"** Module | Complete your own Case Study. Fields with * are required fields. |
| 6 | Select | Click on **"Submit"** button at bottom of page | Print the results of your Case Study using your browser's Print function (CTRL+P on Win/CMD+P on Mac). |
| 7 | Select | **OPTIONAL - Learning Activity 10: Working with Hispanic Clients** | Complete if desired |
| 8 | Select | **Certification Exam** | Complete and Submit. HealthCare Partnership will receive notification once this has been completed. |
| 9 | Select | After completing the exam, register for the face-to-face practicum by completing the form **Practicum Registration** in the Certification Exam module. | The Practicum Registration form appears after the Certification Exam on the modules page. |

- Please call 520-626-9344 or hcpinfo@arizona.edu if in need of assistance.