

## 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 <a href="http://www.aztreattobacco.org">www.aztreattobacco.org</a> in your web browser. This address will take you to the online course.	Open in Internet Explorer, Mozilla Firefox, Safari, or a similar browser
2	Enter	Click <b>Join the Course</b> in the top right corner of the page. Enter an email address to create a new account or log into an existing Canvas account.	<b>IMPORTANT:</b> You will receive an email prompting you to <b>complete your account registration and set a password.</b>
3	Select	Read instructions and overview on the front page.	
4	Select	Click on <b>“Modules”</b> link from text in the instructions or on left side of page to begin. Complete Learning Activities sequentially, beginning with <b>Registration.</b>	All pages of each Module in the Online Learning Activities must be viewed in order to complete a Module.
5	Select	<b>“Case Study”</b> Module	Complete your own Case Study. Fields with * are required fields.
6	Select	Click on <b>“Submit”</b> 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	<b>OPTIONAL - Learning Activity 10: Working with Hispanic Clients</b>	Complete if desired
8	Select	<b>Certification Exam</b>	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 <b>Practicum Registration</b> in the Certification Exam module.	The Practicum Registration form appears after the Certification Exam on the modules page.

- Please call Renee Sayre 520-444-1371 or [sayrer@email.arizona.edu](mailto:sayrer@email.arizona.edu) if in need of assistance.