

Sign-Up Procedures for ACT Center Tobacco Treatment Specialist Training Program
West Monroe Convention Center. 901 Ridge Avenue, West Monroe, LA 71291, 4/8-12/2019

Greetings. Thank you for your interest in attending the UMMC ACT Center Tobacco Treatment Specialist Training Program scheduled for the dates and location listed above.

These instructions will guide you through the application process.

1. First, to read about the program, go here:

www.act2quit.org/education/certified-tobacco-treatment-specialist-asp

The most useful information will be found on the “TTS Training Program”, “Eligibility”, “Upcoming Events”, and “TTS Program Completion and NCTTP” tabs to the right.

2. To apply for the TTS training program, go here:

<https://secureforms.umc.edu/forms/ACT%20-%20TTS%20Program%20Application%20-%20Check.aspx>

1. Complete **all** the requested information and provide supportive documentation.
2. Under **Step 1: Payment**, below “Select to attend full workshop” choose: **\$900 Out-of-State Residents**
3. Under **Step 2: Select Options**, leave all CE options blank (you will be able to sign up for CE at the training site; you will receive 33 hours of CE at no additional charge)
4. To pre-order a TTS Starter Kit, check the appropriate box; you must provide payment by check for \$80 (post-training program orders can be placed via the online UMMC Bookstore).
5. Under **Step 3**, select one of the following
 - a. “Pay by Check” if you are pre-ordering a TTS Starter Kit, then either mail the check to the indicated address, or bring the check with you to the training program. Otherwise...
 - b. “I’ve made other arrangements”. In this case, **DO NOT SEND ANY MONEY**

If you experience any difficulties, please email Jemessia Johnson: jjohnson10@umc.edu

Thank you,

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