

Summary of Steps to Course Completion

1st

- Each staff member seeking certification or "certificate of completion" needs to register individually using the provided link.
- Remember that we create unique "office-specific" registration links for those practices purchasing multiple enrollments for staff. We will email detailed registration instructions, along with the mentioned link, within hours of purchase.

2nd

- Once registered, each user will watch the course/testing instructional videos and provide consent to the following:
 - They have up to 1 year to complete the course.
 - All video modules *must* be watched (16 hours of runtime).
 - Each post-test must be passed w/ a minimum score of 75%.

3rd

- Upon completion of all video modules and post-tests, those enrolled are instructed to:
 - Notify us that they've completed the course and **indicate to us whether they are seeking certification or simply a "certificate of completion"**.
 - Those seeking certification (and the "Certified Dermatology Tech" credential) are to provide their supervising physician with a copy of the "skills sheet". Once we receive a copy of the completed "skills sheet", we begin processing. Provided all requirements have been met, we then email notification of successful completion and a copy of the certification.
 - Provided we have an email address on file, we will "CC" a copy of the certificate to each participants office manager and/or supervising physician (if course was purchased by their employer).

Just so you know...

- 1) Newly-hired medical assistants who haven't yet fulfilled the "6-months experience" requirement for full certification may still earn a *provisional* credential to satisfy the Meaningful Use "credentialed medical assistant" rule. Learn more [here](#).
- 2) We allow registrations to be transferred at no cost if a given staff member is terminated, resigns, or simply chooses not to continue the course within 3 months of enrollment. Please contact us if needed and we will be happy to assist.
- 3) If you ever need a copy of the mentioned "skills sheet", you can [click here](#). However, we do ask that it *not be sent until participants have completed all course requirements*. The reason is that its receipt is our cue to begin processing the account, check scores, etc. If sent in before all requirements are complete, we cannot process the account and it simply creates unnecessary confusion.
- 4) Please contact us at **info@dermatologytech.org** if you need to purchase "add-on" registrations for additional staff. Until further notice, additional registrations will be available at the discounted price of just \$99/each, provided that your office originally purchased "5 or more" enrollments. Newly-enrolling staff members will register using the original instructions and registration link already created for your office.
- 5) We can provide you with a link to your employee's testing record – showing their test scores and overall progress. If you'd like to receive a copy of this link, please email us and provide us with their name/email address. Once created, their "test record link" will remain active throughout the duration of their course involvement, and you can use it to easily check in on their status.

Association of Certified Dermatology Techs