

## DDID Case Management Training - Registration/Enrollment Instructions

Enrollment on CDS will open 60 days prior to the closing date of registration but you may at any time complete the Qualification Form and submit it. The registrar may enroll you into the course prior to the open for enrollment date depending on your qualification status and available space. Qualification Forms are located on Global References; from your Tools tab. Instructions are on the form. Enrollment approval is not considered or reviewed without a Qualification Form. Enrollments are cancelled if you do not have an email in your CDS account.

### How do I complete the required qualification form?

1. Log-in to CDS: <http://www.collegeofdirectsupport.com/ky> From the **Tools tab** go to **My Reference List**. If you do not have an account or need your login information please see your agency's CDS Sub-Administrator.
2. Find "DDID Case Management Training Qualification Form"
3. Click on the document name to open it up, and follow the instructions to complete the form online. It is a fillable form.

**Note: PDF format requires an Adobe Reader. If you do not have Adobe Reader, you can download it from this site:** <http://www.adobe.com/products/acrobat/readstep2.html>

To save your completed document to your computer, click: file/save as, rename the pdf document and save to a logical location on your computer. After you save it to your computer, click on the document name, then right click to send an email or compose a new email and include the document as an attachment.

4. Email the completed form to [Lisa.Carrico@ky.gov](mailto:Lisa.Carrico@ky.gov) AND [Carolyn.Wheeler@ky.gov](mailto:Carolyn.Wheeler@ky.gov)

### How do I enroll for training on the KY College of Direct Support (CDS)?

1. Log-in to CDS Kentucky <http://www.collegeofdirectsupport.com/ky>  
If you do not have an account or need your login information please see your agency's CDS Sub-Administrator. Make sure you have your email address in your CDS account.

2. From the tab **Classes & Events**, click on **Self Enrollment**
3. Click on the **Course Title** of interest (you can sort/search if needed) Read the Course Event information.
4. Click **Print** for a copy or **Close Window** to exit
5. Move your cursor to the last column and click on **Enroll Now**.

If you do not see "Enroll Now", it is not open for enrollment yet. At the bottom of the course information it will tell you when it will be open for enrollment.

6. Complete the Event Enrollment information and click **Enroll** at the bottom of the page
7. Your Waiting List Notification will appear
8. Click **Print** for a copy or **Close Window**

### What happens after I enroll and/or submit my qualification form?

1. The CM registrar will review qualification forms weekly (at a minimum) and change your waiting list status to enrolled dependent on qualification and available space.

NOTE: *Your waitlist status will not be considered without the submission of a Qualification Form.*

2. The system generates an automatic email when you waitlist or any time your status is changed. You will not receive this email if you do not have an email address in your CDS account. Your email will go to the email address listed in CDS. It is your responsibility to keep your email address current in CDS.
3. If at any time you realize you cannot attend training, return to your CDS Classes & Events-Not Completed tab and click on Cancel to cancel your registration

### **Questions**

CDS Technical Assistance – Contact your Agency CDS Sub-Administrator

CDS Case Management Registration – [Carolyn.Wheeler@ky.gov](mailto:Carolyn.Wheeler@ky.gov) 859-218-5970

