Using the FDLRC Parent Learning Center On-line

Go to https://fdlrcparent.arcalearn.org or access link at
www.lanterman.org/training/behavioraltraining/

First Time Users

1. For your first visit to the FDLRC Parent Learning Center, click on the ***Register*** button to create a free account. You must have your child's UCI number and an email address to complete the registration process. If you do not have an email address, you may enter your child's UCI number in the email fields. If you need assistance or do not have the UCI number, contact your service coordinator to assist you.

2. Follow the instructions to complete the account detail fields on the registration page. Items that have stars (*) by them must be completed. You will also need to create a password and screen name. Only you will know this password and should you forget it, if you provide an email address you can access it through the login page "Forgot Your Password?" link. A screen name is optional; however, creating one will allow you to post questions or comments in a course forum without using your full name. Please select the language you would prefer training to be delivered in. Training is currently available in languages English and Spanish. Please Note: All information you provide is secure and confidential. Click here for more information on Lanterman Regional Center's Privacy Policy.

3. After you click on the submit button, select log in and you will be logged into the FDLRC Parent Learning Center for the first time. Next time you will log in using your email address and the password you created.
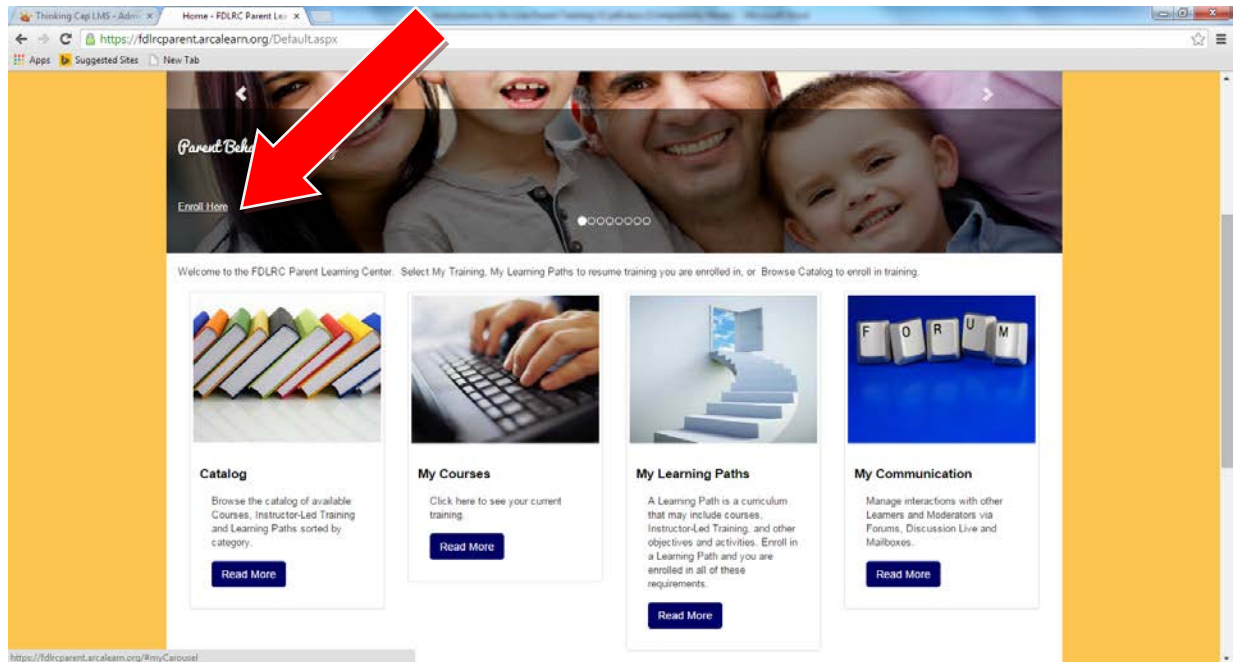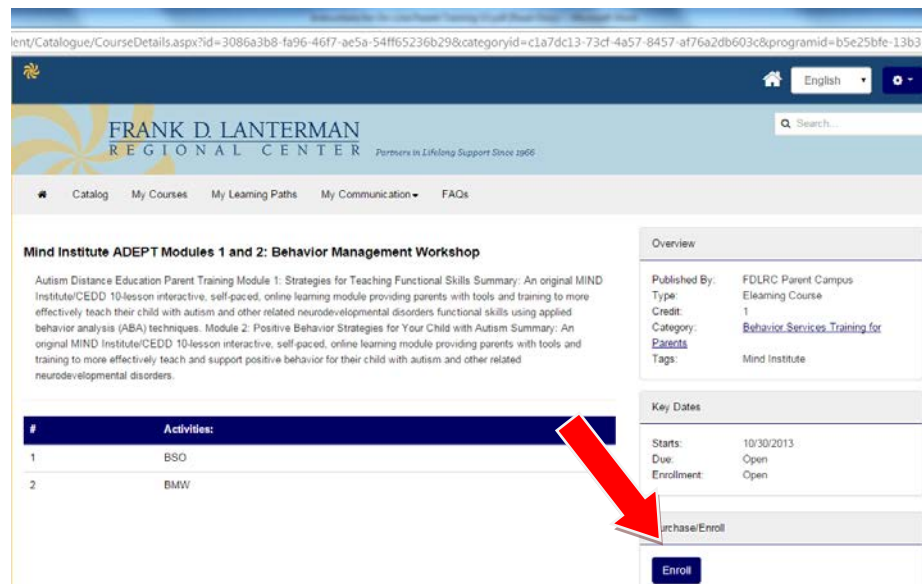
You may elect to take classes online or live, in a classroom setting. Instructions for registering for an online course and live classroom training are listed below.

Online Behavior Management Registration
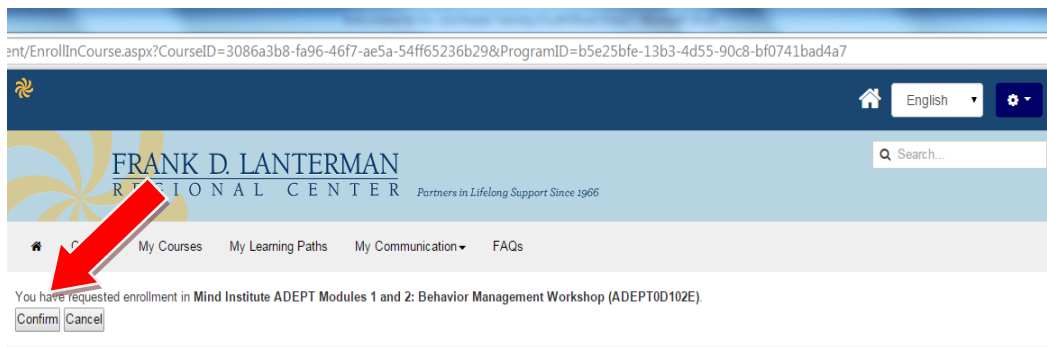
1. Click *Enroll Here* in the Parent Behavior Training to take the entire training Learning Path online.

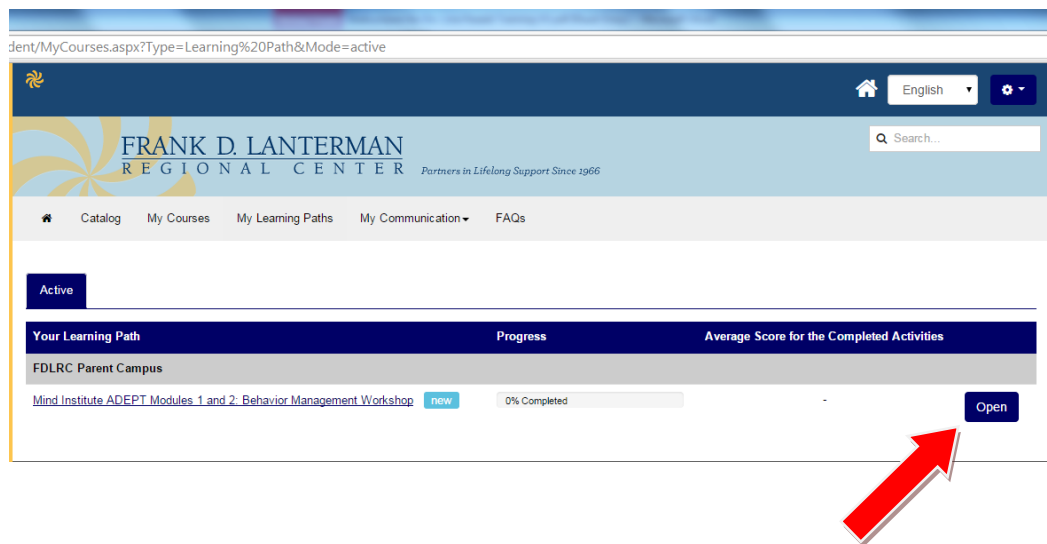2. Click *Enroll*

3. Click *Confirm*

4. Your progress screen will appear for the Behavior Management series. Click **Open**.

5. Click **Start** to begin the Behavioral Services Orientation online

Once enrolled in a Learning Path or Training, you will access these under the *My Learning Path* or **My training** tabs. Remember: the *Catalog* contains training in the library you are not yet enrolled in, and *Active* contains training you are enrolled in and are actively in the process of taking.

"Live" Classroom Registration

1. Click *Catalog*
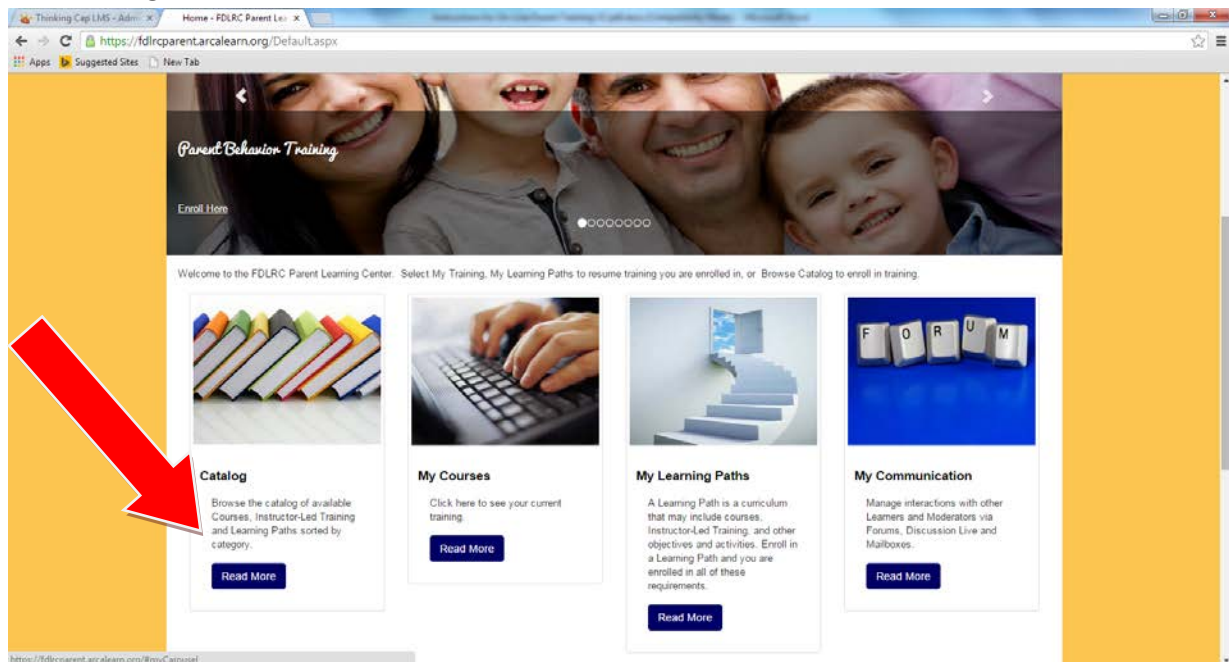
2. For Behavioral Services, click *Behavior Services Training for Parents;* otherwise, click *Instructor-Led Training*
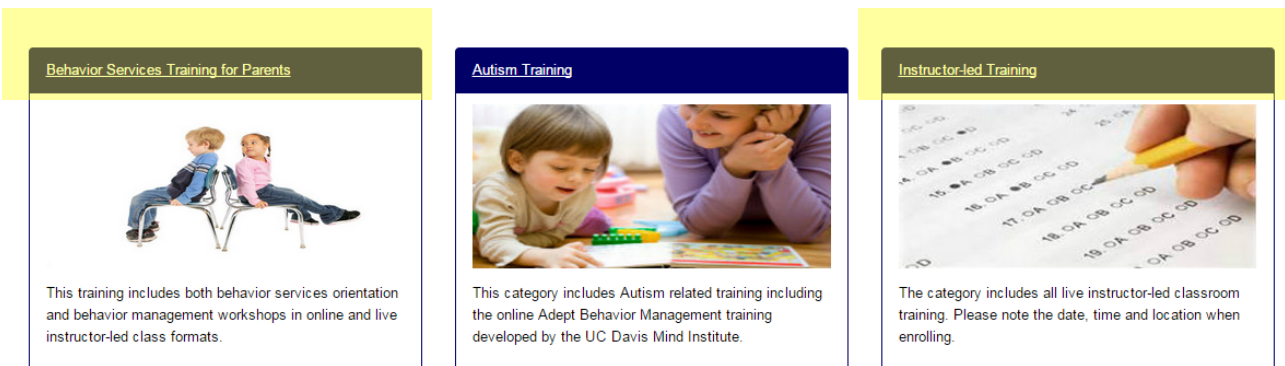
3. Click the *Instructor-Led Courses* tab

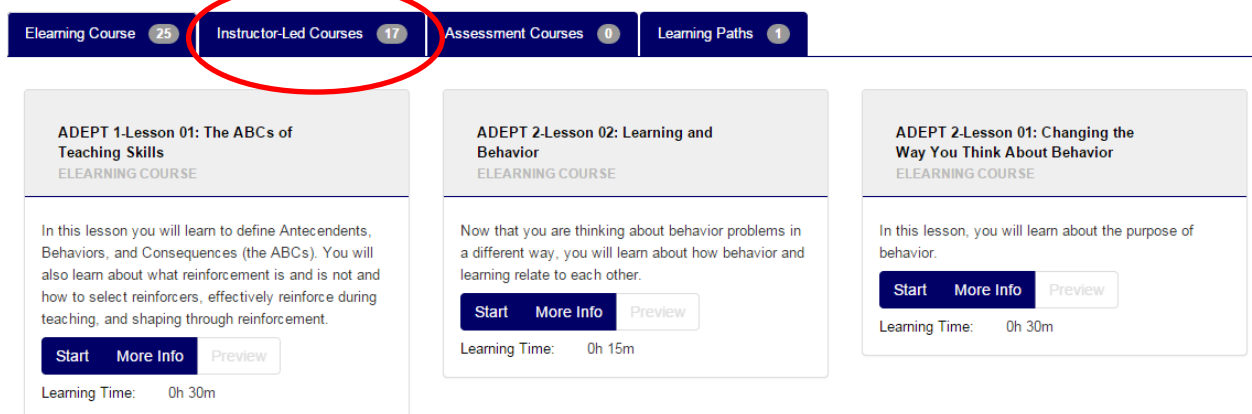4. Scroll down the page until you find the desired course offering, and then click **Enroll** above the desired course.

5. Your class details (date, time, and location) will appear. Please print this screen for your records.

Completing an Online course

1. Here are some special instructions for completing the Behavioral Services Learning Path online. If you cannot complete the training and need to continue at a later time, just return *to **My Learning Path***, and select the Course's Resume button to start the training where you left off.
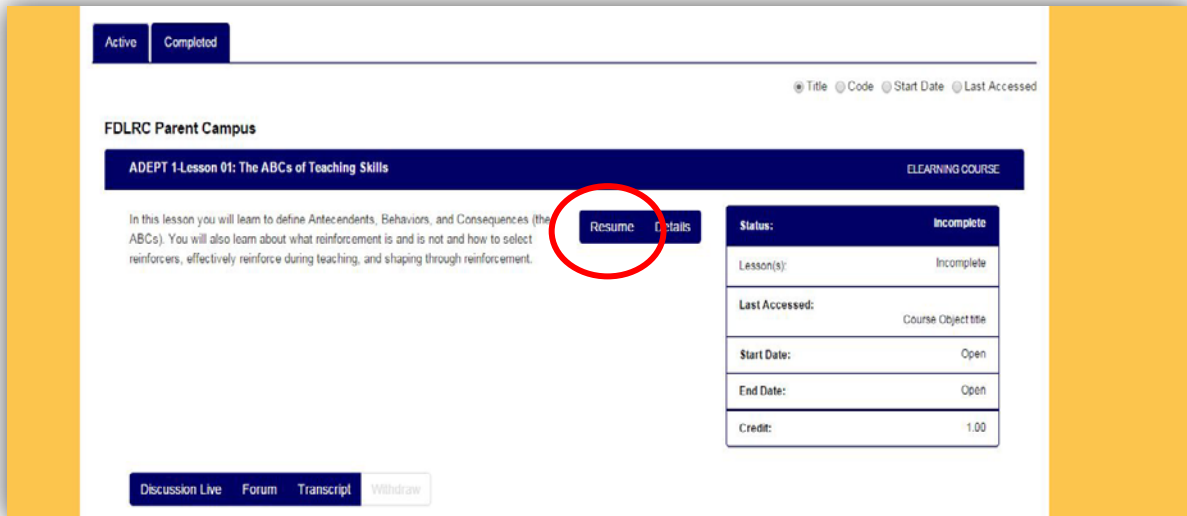
2. If there is an activity such as a document to read or form for you to complete or sign, you will not obtain a completed status in the course until you complete the activity. To complete an activity, select the ***Activity*** button, the activity document link and follow these instructions for completing and submitting the document. Click on the document link, to download the document. Complete the form, save to your desktop, and chose the completed document file using the ***Choose File*** button. Once chosen, select the ***Submit*** button to upload the document.

1. **Download, open, complete, and save.**
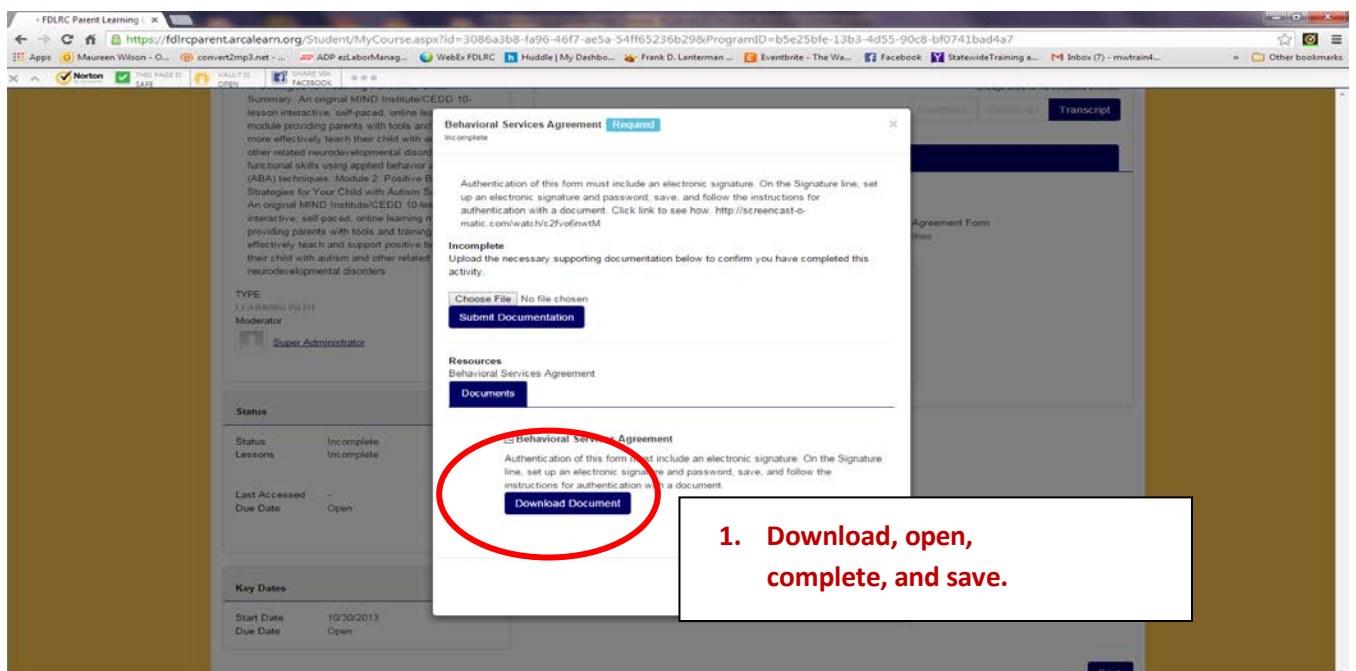
Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

Highlight Existing Fields

Behavioral Services Agreement Form

I have attended the required Orientation to Behavior Services.

I understand that behavioral services provided by FDLRC:

- Replace challenging behaviors with more appropriate behaviors via parent education, parent training and direct teaching.
- Are provided in accordance with established principles of Behavior Management.
- Are designed to meet specific goals and objectives delineated in the IPP or IFSP.
- Are individualized and time-limited;
- Require the full participation of parents.

I understand that Behavioral Services are **not** provided to address needs for the following:

- Crisis intervention, 1:1 supervision, babysitting, respite, daycare, or an inadequate or insufficient educational/academic program

I understand that, prior to receiving in-home behavioral services I will be expected to complete a multi-session workshop to learn basic behavioral principles.

I understand the Tiered System of Behavioral Services offered by FDLRC as reviewed in the Orientation to Behavioral Services.

Step One: Behavior Orientation
Step Two: Behavior Workshops
Step Three: In-home behavior intervention

If I have questions regarding this process, I will contact my SC.

Parent Name(s) (Print)   Name of Child (Print)

Parent Signature(s)   Name of Service Coordinator (Print)

Date of Orientation   Regional Center Representative

3. Please Note: When a signature is required, click on the ***Signature Form Field*** and follow the instructions to create and sign with a secure electronic signature. Please Note: All information you provide including your electronic signature, is secure and confidential. [Click here](#)for more information on Lanterman Regional Center's Privacy Policy.
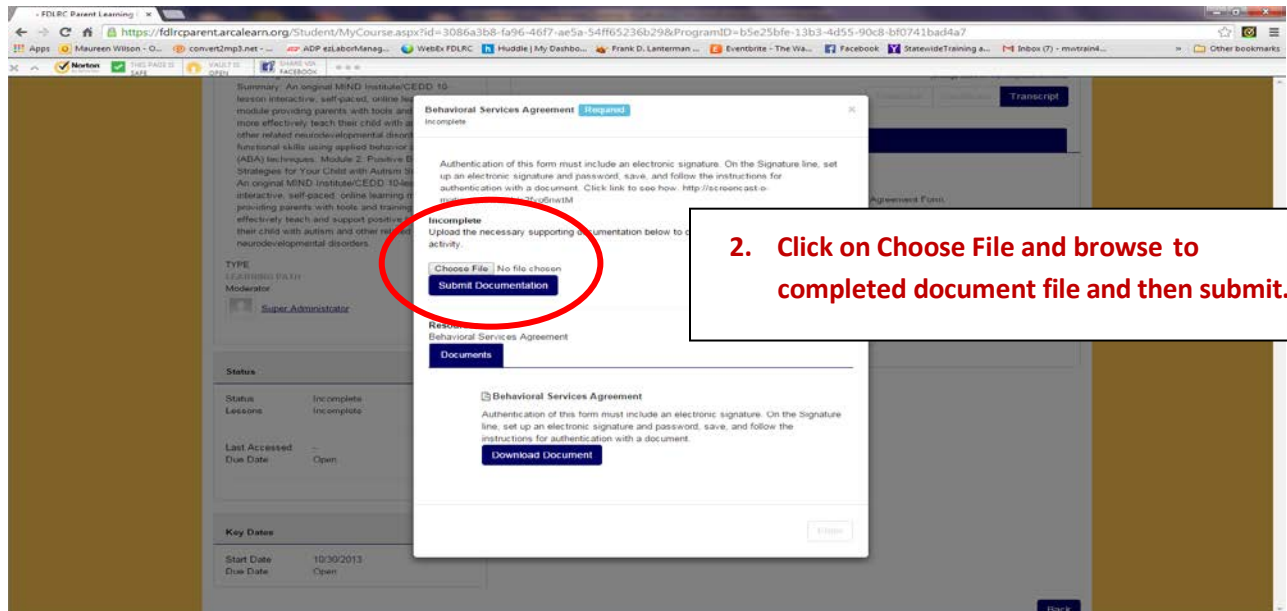
4. Once you have completed the form and saved it to your desktop, click on *Choose File* button and browse to the completed document file and then submit.

    If you have questions about this process, you may contact your Service Coordinator or Training and Development at training@lanterman.org or 213-252-4976.