



Aides Training Programs Newsletter

Aides Training Programs Newsletter 2023-06
October 27, 2023

Aides Training Programs Update:

- **Online Application for Testing Coming Soon!**

Online Application for Testing Coming Soon!

From Ivy Tech Community College:

The online application is almost ready to roll out. We are very excited to be bringing this to all the training programs statewide. As we work out some of the final pieces, please take a look at the information below. More videos and trainings will be made available as the final product firms up. Please start the process of setting up your account and getting familiar with the processes now to ensure you are ready to hit the ground running when the application goes live.

Timeline

Mid-fall: Application opens for all training programs.

Getting Started with the Online Application

First Steps

Account Request Form-> <https://forms.office.com/r/cLfnpk5a0t>

Please complete the form at the link above. When entering your program and/or facility information, please be sure to enter it in this format:

- Facility/Program Name-IDOH facility#;
- Example: If your training program is named ABC Training Program and your number is 010111, you would enter: ABC Training Program-010111

Set Up Your Account

Once your information has been entered into the system, you will receive an email letting you know you are ready to set up your account. Please follow the instructions in Module 1 to sign up for your account.

[Module 01](#) - Program Director/Clinical Supervisor Account Signup

Complete the Training Modules

After your account has been created: Please look at the following training modules:

- [Module 02](#) - Bulk Applications: Submitting Applications
- [Module 03](#) - Bulk Applications: Creating Applicant Account
- [Module 04](#) - Clinical Supervisor Verification Signature
- [Module 05](#) - Bulk Applications: Applicant Verification of Application
- [Module 06](#) - Individual Application: Account Management and Login
- [Module 07](#) - Individual Application: Submitting an Application

Watch for further updates in future Aides Training Programs newsletters.