Course Map for
CBMS Access Certificate Plan

CBMS Access

8 WBTs

CBMS Access

For CBMS Access Certificate Plan

Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

Overview

This document is the lesson plan for the **CBMS Access** Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training.

Web-Based Trainings (WBT)

Introduction to Public Assistance
- This course will provide an overview of public assistance programs that provide essential benefits such as Medical, Food and Cash Assistance in Colorado.

Civil Rights
- This course will provide information on how to comply with civil rights laws. Participants will be introduced to information and resources that explain an applicant's rights to receive services and benefits in programs and activities without facing unlawful discrimination.

Voter Registration for Eligibility Sites
- In this course, you'll learn about the National Voter Registration Act and the role that public assistance eligibility workers play in implementing the law.

Colorado Address Confidentiality Program (ACP)
- This course describes the Colorado Address Confidentiality Program (ACP) services, the rules and process for getting into the ACP program, and how to manage ACP cases.

Discovering Available Resources
- In your role, you will have some amazing resources. This training will show you how to locate and use these resources to find the answers you seek.

CBMS Tour
- This training offers insights into navigating the homepage, covering various topics such as searching for client information, data entry guidance, and policy search methods.

Case Research
- This training will help you navigate CBMS and locate the information needed.

Help Desk Tickets
- This training will help you navigate the OIT Service Hub to resolve issues in CBMS.

These WBTs are taken at the participant's own pace - estimated to take about 2.5 hours total time to complete. Keep in mind, the total time to complete is all dependent on the learner.

Instructor-Led Training (ILT)

- No ILT requirement.

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