



## Provider Notice

The Office of Recovery Services is pleased to provide information regarding the online portion of the DBHDS PRS Supervisor Training. It is necessary to complete the online portion before registering for the classroom portion. Both the online and the classroom portions must be completed in order to receive credit for the course. Completion of the course is required for direct supervisors who will be supervising Certified Peer Recovery Specialists (CPRS) whose peer support services will be billed to Medicaid. It is also available to other supervisors.

The online portion of the training is offered through the Commonwealth of Virginia Learning Center (COVLC). There are two documents to help you access the course. Both of them may be found on the [Provider Training](#) page of the Magellan of Virginia [website](#). The [DBHDS-E – External Entities Domain Guide](#) provides users with details on how to register, how to access their account, how to access courses, etc. The [Accessing Courses Guide](#) provides more detailed instructions on how to access courses, as well as provides a list of the trainings [pg. 5]. Use the keyword PRS when searching for the course. If you are a state employee, you should already have a user account. If you do not work for the state **or have an existing non-state user VLC account**, you will need to **create** an account as an external user. For external users, please note the following paragraph from the External Entities Domain Guide.

Please refer to [this user guide](#), which includes registration steps, for the Commonwealth of Virginia Learning Center (<https://covlc.virginia.gov>). On the Non-State Registration screen, scroll down to **DBHDS-E – External Entities**. **When you reach the Organization tab on the registration screen, do not enter your organization in the Find Organization field, leave it blank. Click the Search button, then scroll down and select DBHDS – External Entities\***. If you do not see this, but another agency, you did not scroll down to DBHDS-E – External Entities on the initial screen. You will need to cancel and start over, selecting the correct domain.

*\*COVLC: DBHDS External Entities Domain Guide, Create New Account Screen, step #8*

Approval should happen quickly if you register using an agency or organizational email address. It may take a little longer if you are using a personal email address (such as yahoo or gmail), **as you will receive a follow up email. Please respond in a timely manner.** If you have difficulty registering/opening an account, please contact Keiana Bobbitt at [keiana.bobbitt@dbhds.virginia.gov](mailto:keiana.bobbitt@dbhds.virginia.gov).

Please retain the certificate that you will receive at the completion of the online portion of the training (must complete all four modules). You will need to provide a copy of the certificate in order to apply for the classroom portion.

Details regarding the classroom portion of the training will be sent in a separate announcement.