The University of Chicago
School of Social Service Administration
Professional Development Program

Online Registration for consultation groups, courses, and workshops

Following are instructions for utilizing the online registration system of the Professional Development Program at SSA. If you have difficulties accessing the site, please contact our office at 773.702.1166 or pdp@ssa.uchicago.edu.

If you have taken a PDP workshop or training in the past and provided us with your email address at the time of registration, then you have an existing account and should have received an email from our office with a User Name and Password. If you did not receive this information and believe you have an existing account, please contact our office directly.

If you are a new registrant, you will need to create an account prior to paying for your registration. Details regarding this process can be found in section ten.

Please note that the website is best viewed in Internet Explorer. We are working with our developer to improve access to the site via other browsers.

Thank you,
The Professional Development Program Staff

SSA Professional Development Program Online Registration Overview

I. Online Registration Home Page
II. Search for Programs
III. Calendar
IV. Selecting a Program
V. Shopping Cart
VI. Checkout/Sign-In
VII. Payment Options
VIII. Update Details
IX. View History
X. New User
This is the “Home” page for the online registration website. It can be accessed through the PDP main web page, http://www.ssa.uchicago.edu/professional-development

To “Search” for current program offerings by topic area, instructor, keyword, or date.

To display program offerings by month
II. Search for Programs

This page allows you to search by:

**Program Area:**
1. “All” – Displays all upcoming programs
2. “Clinical” – Displays upcoming programs focused on a clinical topic
3. “Management” – Displays upcoming programs focused on an administrative or management topic

**Keyword Search**
Enter a specific term(s) such as “adolescent,” “older adult,” “field instructor” to display results relevant to that topic.

**Date**
Search for upcoming programs within a specific time period.

**Instructor**
Search by Instructor’s first or last name. Please note: proper spelling required and only upcoming programs taught by that instructor will be displayed. Past programs will not appear.
This page displays programs within a specific month. Past offerings will not appear.
IV. Selecting a Program

Check the program(s) you would like to register for and select the appropriate tuition from the dropdown box. Please note, if only one price is listed there are no PDP discounts available.

Click on “Add to my Schedule” at the bottom of the page.

Alternatively, you can select the hyperlink with the title of the program to view the program details:
Comprehensive Review Of Clinical Social Work

Start Date: Wednesday, February 8, 2012
End Date: Wednesday, February 22, 2012
Time: 6:00pm - 9:00pm
Fee: $ 195.00 - Regular Registration $ 195

Resource:
The University of Chicago SSA Room E-1

Course Overview:
This course is designed to meet the needs of social workers who wish to review and update their social work knowledge to prepare for the LSW or LCSW examination. Topics to be covered include human development; psychopharmacology; diagnosis and treatment planning based on DSM-IV-TR; values and ethics, and approaches to preparing for and taking exams. The class will consist of three weekly lectures and participants must register for the entire course. This format will provide the opportunity for participants to absorb and integrate the material from one lecture before moving on to a new topic.

Venue:
The University of Chicago School of Social Service Administration: 969 East 60th Street, Chicago, IL 60637; Phone: 773.702.1250; Website: www.ssa.uchicago.edu

Instructors:
Mr. Stanley McCracken
Ms. Karen Telgiser

Professional Credit:
<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Sponsor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CECs</td>
<td>The University of Chicago School of Social Service Administration</td>
<td>9</td>
</tr>
</tbody>
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From this page you can select the appropriate tuition and “Add to Shopping Cart”
The Shopping Cart allows you to add programs or make updates to the tuition prior to checking out. If your registration details and program selection(s) are final, select “Go to Checkout” to proceed to payment.
Prior to checking out, you will need to sign-in to your account using your User Name (Email) and Password. If you are a new registrant to PDP, you will need to “Create a new account.” (Please see section X for new users).
The registration site allows you to select two payment options: To send a check after submitting your registration details or to pay by credit card. Checks must be received by the registration deadline in order to avoid a late fee. If your employer is providing payment for your registration, we recommend faxing or emailing a copy of the check request form to the PDP office in addition to submitting your registration. **You must agree to the terms and conditions prior to submitting your registration.**

Credit card options are: American Express, Discover, MasterCard, and Visa.

If you opted to pay by check, you will receive an email confirming receipt of your registration details and a reminder to send payment by the registration deadline. If you opt to pay by credit card, you will be taken to a secure payment site:
Please confirm that the “transaction amount” (tuition or program fee) is correct before proceeding. Enter your credit card details and select “Process Transaction.” You will receive an email confirming your payment as well as an email confirming details of your program registration.
VIII. Update Details

Please update your contact information below. Items marked with an asterisk are required.

Title: Mr.
First Name: John
Last Name: Test
Suffix:
Employer: ABC Company
Job Title: Assistant Director
Preferred Mailing Address: Home
Address Line 1: 1234 Main St. Apt. 1
Address Line 2:
City: Chicago
State: IL
Zip Code: 60006
Email Address: j-test@abc.com

Alternate Address
Address Line 1
Address Line 2
City
State
Zip Code

Phone Contact Information
Cell Phone: cell phone
Home Phone: home phone
Work Phone: work phone

Please provide details about your professional background:
Highest Education Degree Received: 
Professional License Number: 123.123456
Total years of experience: 5-10

Practice Area (select up to 3)
Field of Practice 1: Aging
Field of Practice 2: Policy
Field of Practice 3:

Additional Information
Please indicate (if applicable):
SSA Alumni (Please indicate year of graduation): 
Current SSA Student?: 
Current SSA Field Instructor?: 
Full-Time U of C Employee?: 

Please periodically review this page to keep your contact information up to date.
This page will display details of past programs completed through the Professional Development Program.

The “CE Credits” page will provide details of CECs earned through attendance at a Professional Development Program event after January 2012.
X. New User

If you have never registered for a workshop or program through the Professional Development Program, you will need to establish an account prior to registering. Select “Create a new account” and enter your contact information and professional details on the following page. You will also need to choose a password for accessing the site in the future.

This information will be maintained by the Professional Development Program and your professional details will be shared with the instructor so that he or she may tailor their presentation to the backgrounds of program participants.