

How to do the mandated Title IX training

1. If you haven't registered yet, login to the site (<https://www.nchem.org/online-education/continuing-certification-program/register/>) and register. Select "Create an individual account" and follow the prompts.



I WANT TO:

Create an organizational account

Create an individual account

2. If you registered previously but haven't found your training class, login to the site using your email address and password.
3. Scroll to the bottom of the form.
4. Use the drop-down arrow to set your "Association" to Amarillo College

Associated Organization

You can associate with a registered organization to be given webinar via your name, email, and current certification status. You will not be notified until the organization has confirmed your affiliation.

Current Association:

Supplemental Resources

Supplemental Resources are uploaded for you by your Associated Organization

[Title_IX_at_Amarillo_College.pdf \(0.32MB\)](#) 

5. You will then get an email that says "Your Continuing Certification Credits (CCC) account contains a new token or online training. To view your content please login to your CCC dashboard located at <http://www.nchem.org/onlineeducation/>
6. Click on "My Online Trainings"
7. Click on the only training you have listed
8. Take the pretest
9. Watch the video
10. Take the posttest

If you have any difficulties, please contact Charles Hendrick at 345-5540 or email at ckhendrick@actx.edu and he will help you get the training set up.