# How to Enroll for the CU Denver CPR Facilitator Training Program

The CU Denver Center for Psychedelic Research (CPR) facilitator training progam prepares skilled practitioners for psychedelic-assisted practices, providing the knowledge and skills for ethical services through a rigorous 2-course/16-week series.

# Step 1 – Apply to CU Denver as a Continuing and Professional Education Student

- Click here to start a new application: <u>https://application.admissions.ucdenver.edu/apply</u>
  - You will be prompted to either sign in as a returning user with your existing CU Denver credentials
  - OR create an account as a new user if this is your first time taking courses with CU Denver. Be sure to take note of this information as you will need it to log in the system going forward.
- When you start your application, select Continuing and Professional Education.

## Start New Application

Select an application type:

University of Colorado Denver

	Continuing and Professional Education	~	
	School of Pharmacy		
	Undergraduate Admissions		
	Undergraduate Non-Degree Admissions		
	Graduate Admissions		
	Graduate Non-Degree Admissions		
	Continuing and Professional Education		
Crea	Treate Application Cancel		

• When the application is open, select **No** for the "School of Education and Human Development certificate" and then select **UCDCPR Facilitator Training Program** for your program.

Univers	sity of Colorado Denver
Welcome	
Biographic Info	Welcome
dd'l Biographic	Continuing & Professional Education Application
Program Questions	Thank you for applying to the University of Colorado Denver
pload Documents	
ecommendation	Are you applying for a School of Education and Human Development certificate?
<u>jnature</u>	Yes
<u>view</u>	*Please Select a Program:
	O ESL (English as a Second Language) Non-credit
	⊖ Graduate CPE Non-degree
	○ Non-credit
	O Undergraduate CPE Non-degree
	○ Change Makers
	OUCDCPR Facilitator Training Program

- You can start and pause the application process and submit it when complete.
- If you have selected all of the correct options, there should not be any application fee.
- You will receive a confirmation email after your application is received. We will review your application and reply with either confirmation that you have been admitted or a request for more information.

# Step 2 – Once Admitted, Set Up Your CU Denver Account (New Students Only)

If you are a returning student you may skip this step as you already have a CU Denver Account.

- Find the email sent to you from CU Denver after starting your application titled **Important Account Creation Information**.
- Take note of the **username** in the email and the **password** you created when you started your online application. This is the login information for your account so you can register for the course.

## Step 3 - Enroll in Your Courses

- Logon to your CU Denver student portal: <u>https://login.ucdenver.edu/</u>
- Carefully review and follow these detailed instructions for how to register for courses: <u>https://clas.ucdenver.edu/directions-for-class-registration</u>
- You will search and register for the following two courses:
  - 1. NCPD 101 Natural Medicine Assisted Therapy I Historical and Conceptual Frameworks
  - 2. NCPD 102 Natural Medicine Assisted Therapy II Clinical Applications
- Special Note: When searching for NCPD courses, be sure to select **Extended Studies** as your campus (not Denver Campus)

### Step 4 – Pay Your Bill

- Student bills are typically posted in the student portal at the beginning of the month, with payment deadlines at the end of the month. For the calendar of specific billing deadlines, visit: <u>https://www.ucdenver.edu/student/student-calendars/billing</u>
- A notification that your bill is ready to be paid will be sent to your CU Denver email address.
- To pay your bill, click Student Billing and then Pay Your Bill in your student portal: : <u>https://login.ucdenver.edu/</u>

### Step 5 – Order Your Transcript (after you complete your courses)

- To ensure that you are ordering a transcript that contains the information you need, first check that your instructor has posted their grades for the non-credit CEU course that you have completed.
- Visit the transcripts page to order your official CU Denver transcripts: <u>https://www.ucdenver.edu/registrar/student-resources/transcripts</u> When making your selections, be sure to choose **Non-Credit** as the transcript option. Official transcripts or "All CU History" transcripts will only show credit courses and will not notate non-credit CEUs.

### Stuck or Still Have Questions? Email facilitator.training@ucdenver.edu