

Instructions for the Online Abusive Head Trauma Training

Training Format: Independent Study

Length: Approximately 30-45 minutes

Cost: Free

Requirements

- Audio/speakers
- An ability to print, print to PDF, or save the Certificate of Completion at the conclusion of the training.
- Provide a copy of the Certificate of Completion to your employer, regulatory agency or other agency requiring it, and retain the original Certificate of Completion for your records

The Registry

Certificates of completion may be sent to [The Registry](#). Although you may submit the Certificate of Completion to The Registry with your initial Registry application or renewal application, The Registry does process documents without an application. If The Registry receives your Certificate of Completion without an application, they will retain it until an application is submitted.

Email: support@the-registry.org

Mailing Address:

2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719

Before You Begin

- **Internet Browsers:** We want you to have the absolute best experience with the **Abusive Head Trauma Prevention for Child Care Providers Training**. For this to happen, we recommend that you update to the latest version of the following web browsers:
 - [Google Chrome](#)
 - [Mozilla Firefox](#)
 - [Microsoft Edge](#)The training may work with an older browser, but old browsers can be slower, more prone to crashing, and most importantly old browsers can't display many new websites designed for modern web browsers. **Take a few minutes to download the latest version of your favorite web browser before proceeding with the training.**
- **Only one certificate of completion will be issued for each learner.** Certificates of completion cannot be issued for multiple people viewing the training in/as a group.
 - **For best results when printing the certificate of completion:**

1. Go to the *Print Options*
 2. Select *Landscape Orientation*
 3. Choose to reduce the size of the page so it fits on an 8.5 x 11 sheet (approximately 80-90%), then print
- We recommend you **choose a time in which you can view the training in a single session**. Some browsers will keep the training open and running for you to pick up where you left off if you need to stop; however, other browsers may time out and will require that you start the training over from the beginning.

Continuing Education

Training in Abusive Head Trauma Prevention is not required for those who have already completed department-approved Shaken Baby Syndrome Prevention Training. **The department encourages those already trained in SBS Prevention to complete AHT Prevention training as continuing education.**