DSP Registration Quick Help Guide

Step 1: Go to the registration and certification website at www.dsptrain.org.

Step 2: Select the year of training or testing you would like to register for by clicking on one of the **blue** buttons on the eDSPT home page.

Step 3: You may optionally enter your city or zip code in the search box at the top of the page to sort the testing and training sessions by the distance from your location. Once you find a session you would like to register in, click on the **blue** **"Register"** button.
*Note: Only sessions that are allowing registration will have the **"Register"** button active.*

Step 4: You will now be on the **"Log in"** screen. If you already have an account because you've registered for a previous training or test, enter your email address and password in the designated boxes. If you are a new user, create an account by clicking on the **"Register as a new user" link; otherwise, skip to Step 11.**

Step 5: If you selected to register as a new user, you will be directed to the **"Register"** page where you will enter your email address in the designated box. Select "**Direct Support Professional**" to register for a Training Class/Challenge Test or **"Vendor Administration or Regional Center Administration"** for looking up DSP records (test results). Create a password and enter it in the designated box. (***Note:** a password must be at least 6 characters long and contain at least one capital letter, one lower case letter, and one number & a special character such as $ or !.)* Confirm you password by retyping it in the designated box. Select **"Continue."**

Step 6: Enter **all** information on the **"Register"** page. If you require special accommodations under the Americans with Disabilities Act, check the designated box. Once the form is completed, click on the **"Create"** button.

Step 7: You will receive a message asking you to verify your email and registration. Open the email account you registered with and select the email marked **"DSP Training Account Confirmation."** If you did not receive a **"Confirmation"** email, please check in your junk or spam.

Step 8: Open the email and confirm by clicking the **blue** word **"here."**

Step 9: By clicking on the word **"here"** in your confirmation email **(Step 7)**, you are directed back to the eDSPT **"Confirm Email"** website and will receive a message. Click on **"Please click here to log in and complete your registration."**

Step 10: Log in using your email address and the password you specified when registering.

Step 11: A message will appear on the **"Verify Selection"** page with the information regarding the training or test you registered for. Click on the **blue** **"Continue Registration"** button.

Step 12: You will receive a confirmation message **("Registered")** with the information about the training or test you registered for, along with instructions on what is needed when you arrive at your training or testing site. You may print the page for your records and then log off of the system by clicking the **"Log Off"** button at the top right of the screen.

If you continue to have trouble creating an account or registering for a class, please contact the eDSPT Helpline at **800-910-4604.**

DDS Department of Developmental Services
"Building Partnerships, Supporting Choices"