

Med Cert with SkyPrep

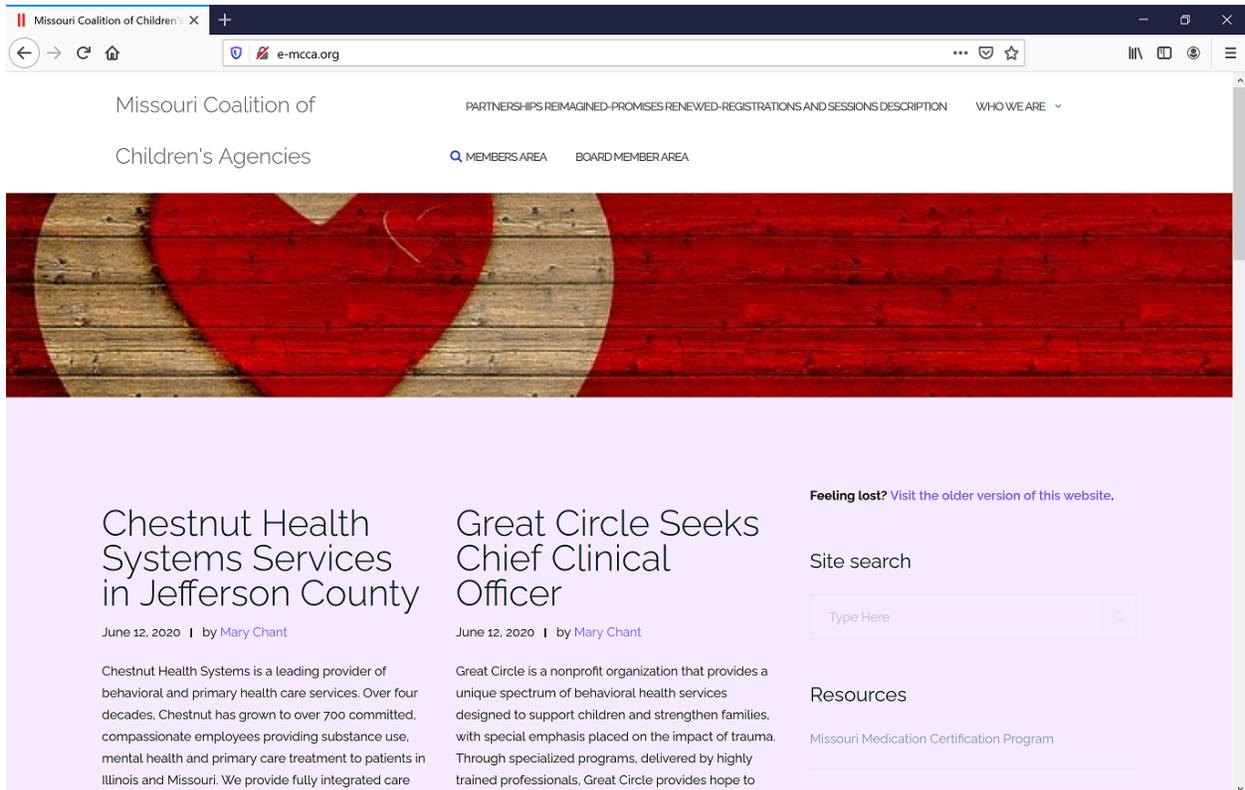
The Class Request Form

Nov. 3, 2020

The first step in managing a med cert class in SkyPrep is to **request a class**.

We do this by filling out a form on MCCA's website, e-mcca.org.

You can visit this website in any web browser (Chrome, Firefox, etc.).



The form – and much of our training content – is on the Manuals and Guides page. [Here is a direct link](#). Also, you can find a link under the Resources menu on the middle-right of the homepage.

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Chief Clinical Officer

June 12, 2020 | by [Mary Chant](#)

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Great Circle is a nonprofit organization that provides a unique spectrum of behavioral health services designed to support children and strengthen families, with special emphasis placed on the impact of trauma. Through specialized programs, delivered by highly trained professionals, Great Circle provides hope to those in difficult circumstances throughout Missouri, Kansas and beyond.

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Under SkyPrep Materials, click “Med Cert request form”.

Fill out the form.

Med Cert request form

Med Cert Class Request 2020

Fields marked with an * are required

Instructor's First Name *

Instructor's Last Name *

Email

Organization *

Class Type *

- Initial
 Renewal

Class location *

Number of students *

Class start date *

Instructor's First and Last Name is self-explanatory. This should be the name of the nurse teaching the class.

Email is required. Please ensure email addresses are spelled correctly. This email needs to be accessible by the person who is working with our web interface to record and document the class/certification.

Organization is required. Only organizations who have been approved by MCCA may use this system. If you are new to our system., contact MCCA CEO Mary Chant at mary@e-mcca.org.

Class type is required. Choose whether your students are Initial cases (lapsed certificate or never been certified before) or Renewal cases (all students must have certificates that are current/unexpired).

Class location is required. Please describe the location of the class. This could be a classroom name, campus name or town.

Number of students is self-explanatory.

Class start date is self-explanatory.

After submitting the form, you should receive an initial email from the system acknowledging that you did so. Next, someone from MCCA will email you to inform you that the class is created.

About New Nurses

At the time of this writing, we recently began using SkyPrep. If you are already a nurse in our system, there is no need to submit a new Nurse form. We will set up your nurse account using the information on this class-creation form. New nurses should still fill out the new nurse form.