How do I determine if I (or someone I supervise) completed FARS or CFARS training on the Outcomes website?

1) Go to http://outcomes.fmhi.usf.edu and click on the FARS or the CFARS link (depending on which you want to check)…

2) that takes you to either the FARS or CFARS home page where you click on the "training and certification" link.

3) That takes you to the site logon page where you enter your (or your supervisee's) social security number without dashes or spaces in the top box and your password you selected when you registered for your training in the lower box.
   (NOTE: There is a password retrieval link above the social security box if you do not remember your password. Your password should appear in red. Use the password exactly as it appears in red even if it is not what you thought you chose. If the space is blank, that means you did not enter the exact same password in both boxes in the password selection process of your registration. In that case, you can still enter the site by leaving the password box blank on the logon page.)
   Once you know your password, go back to the logon page and enter your social security number (without dashes or spaces) in the top box and your password in the lower box…then click "continue".

4) That should take you to a "Welcome …" page with your (or your supervisee's) name at the top.

5) There you will see options related to viewing the "learning objectives" and continuing your practice "training vignettes", and…

6) if you (or your supervisee) have already taken at least two practice vignettes and passed at least one of two practice vignettes, you should also see an option to take the "certification test".

7) If you (or your supervisee) have already taken and passed a "certification test" you will also see a "view/print certificate" link. You can use that link to view the certificate on your screen and print a copy. Be sure to wait for all the information on the certificate to be completely filled in on the screen (e.g., Dr. Ward's signature, your name, date and rater ID number) before you print a copy. If the certificate appears on the screen but your identifying information is missing, that means your computer or network security settings or firewall may be blocking the transfer.
   (NOTE: If you do not see a "view/print" certificate option on the Welcome page but you do see the option to take the "certification test", that generally means you (or your supervisee) have not yet completed your training or you have registered again since completing that training…see note in red on the logon page about effect of registering more than once. In either situation, you just have to take and pass a certification test to obtain a certificate).

8)