



ACP

Address Confidentiality Program



Application Assistant Online Training Instructions

This training is for those who provide “counseling, referral, or other services” to victims of domestic violence, harassment/stalking or sexual offenses. The ACP recommends this training for those who typically assist with safety planning, because the services provided by the ACP are intended to supplement an existing safety plan. The ACP alone is not a substitute for a comprehensive safety plan.

This training, including the course registration process, will take approximately one to one and a half hours to complete.

Step One

You will need to contact the ACP prior to taking the online course. At one point in the registration process, you will be prompted to enter a registration code. You must contact the ACP by phone or e-mail in order to receive this code. The phone number to the ACP is (303) 866-2208 and the e-mail address is acp@state.co.us.

Step Two

Follow the directions numbered below to register for, and complete the online course.

1. Go to www.co.train.org (if you Google this website, it may show up as “Kmi’s eLMs”).
2. Click on “Create an Account” on the left-hand column.
3. Answer the questions. Keep in mind that most training on this website is intended for health and safety related occupations. Use whatever option is closest to your situation. “Other” is also an option.
4. After your account is created, go to “Search by Course ID” (middle tab on the right) and enter **1012881**.
5. Click on “Address Confidentiality Program Training Online”.
6. The next screen has tabs across the top of the page. Click on the tab marked, “Registration.”
7. You will be asked for a registration code. Type the code in the box.
8. The next question is about the type of agency you represent. Enter the agency type.

9. Click on “Launch.” [Please be patient. The program can take some time to load, and some areas of the training move slower than others. When you answer the quiz questions, the program might take a minute to reflect your answer.]
10. Complete the training modules. The training has an introduction followed by three training sections. A quiz is at the end of each section. If you miss one or more questions, you will need to go back through the section, review any information necessary and re-take the quiz before moving on to the next section.
11. Access your CO.TRAIN account and retrieve your certificate of completion. To do this, go to “My Learning Record” (located on the right side of the home page). Click on “Certificate.” You can now print your Application Assistant certificate.

Step Three

Complete and return the [Application Assistant Agreement](#). The training and registration process is not complete until ACP receives your signed agreement. Your Application Assistant Agreement can be faxed to the ACP at (303) 866-3946, scanned and e-mailed to acp@state.co.us or sent by mail to: 1001 E. 62nd Ave., Denver, CO 80216. You should receive your registration number, welcome packet, and initial enrolling materials in about a week.