How to Register for RAMP Owner/Manager Training in PLCB+

RAMP Owner/Manager Training is offered three ways; *classroom (in-person, instructor led), online (no instructor), virtual (instructor led).*
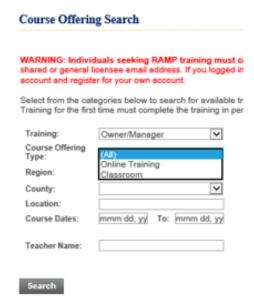
Please be advised that beginning October 1, 2021, per newly enacted Regulations, the first time an individual enrolls in Owner/Manager Training, they shall enroll and attend the Owner/Manager Training <u>in a classroom setting</u>. The individual may take subsequent Owner/Manager Training in a classroom setting or by means of online training, as preferred.

Each individual **must** have their own personal PLCB+ account for RAMP training purposes. If you do not have a personal account, you must first register for one here https://plcbplus.pa.gov/pub/Login.aspx
You do not need an access code to complete training, just check 'No' where it asks for one.

Once logged in click on RAMP, then click the Student tab and click Register for a Course. Then make your selections in the dropdown boxes as described below.

1. **Classroom (in-person, instructor led)** – In-person training dates are available at locations throughout Pennsylvania. These trainings are conducted by RAMP staff.

   Make these selections in the Course Offering Search box:
       Training - choose 'Owner/Manager'
       Course Offering Type - choose 'Classroom'
       Region – you may choose a region of the State or leave blank
       County – you may choose a specific County or leave blank
       Course Dates – you may enter a date range of your choice or leave blank for full list

2. **Online (no instructor)** – Complete at your own pace in PLCB+.
   *You must have completed RAMP Owner/Manager Training at least once previously to be eligible for the online training.

   Make these selections in the Course Offering Search box:
       Training -choose 'Owner/Manager'
       Course Offering Type - choose 'Online' *and leave the other fields blank.*

   Once the course appears click 'Register' and confirm your registration and begin the training. If you do not complete the entire course at once, you may log out and resume later.

3. **Virtual (instructor led)** – This virtual training blends the best of online and classroom training. You have the ability to ask questions and get information from the instructor and your colleagues. You must use a device that has a camera and microphone.
   *You must have completed RAMP Owner/Manager Training at least once previously to be eligible for the virtual training.
   You must contact the RAMP office to register for the virtual training at 866-275-8237or by email at ra-lbramp@pa.gov .

   Before calling RAMP to register, you may want to search for available virtual training dates by making these selections in the Course Offering Search box:
       Training -choose 'Owner/Manager'
       Course Offering Type - choose 'Classroom'
       Location – type 'Virtual'
       Course Dates – you may enter a date range of your choice or leave blank for full list

Completed RAMP Training Dates and Certificates

You may view your previous training dates and print your available certificates in the Student tab under My Courses.