




# Distance Learning Course Completion Instructions

## FUNDAMENTALS OF ADDICTION

*This course, developed by the Ohio Department of Mental Health and Addiction Services (OhioMHAS), has been reviewed by the Ohio Child Welfare Training Program (OCWTP). The course is launched and completed through eBased Academy, OhioMHAS's Learning Management System.*

**Follow all steps below to receive training credit for completing this course.**

1. Print or save these instructions for future reference.
2. Go to eBased Academy  
<http://www.ebasedacademy.org/lms/>.
3. Log in or create an account. 
4. Search the catalog for "Fundamentals of Addiction" and select the e-learning course.
5. Click "Enroll" to the right of the course title.
6. Click "Start Learning Now" on the pop-up window.
7. Click "Start Learning Now" to begin, or "Resume Where You Left Off" button if returning to the course.
8. Follow course instructions and prompts to navigate the training. You can leave and return as many times as necessary to complete the course.
9. Once you have successfully completed all course requirements, including the course test and survey, you will have access to an electronic certificate. This certificate is available for download.
10. Forward a copy of your certificate to [e-track@ihs-trainet.com](mailto:e-track@ihs-trainet.com) to receive training credit for completing this course.

**To create an account**, click "Register" in the top right corner of the webpage.

A pop-up form will open. Fill in all required details. Type "NA" in the Licensure Number field if you are not licensed.

Select the "I accept the terms of the privacy policy" box and click the REGISTER button.

To confirm your registration, access your email and click on the confirmation link within the email sent by eBased Academy.

**NOTE: You will not receive training credit unless Step 10 is completed!**

If you encounter technical issues while completing the course through eBased Academy, please contact [MHAHelpdesk@mha.ohio.gov](mailto:MHAHelpdesk@mha.ohio.gov), direct all other questions to an OCWTP staff person at [e-track@ihs-trainet.com](mailto:e-track@ihs-trainet.com) or 614/437-2516.