Basic Environmental Health Program (BEHP)

Registration Process

BEHP includes:
- In-class sessions
- Webinars
- Self-paced online courses

BEHP uses the *NYS Department of Health – Learning Management System* (LMS) to facilitate registration and tracking of participants.

To register for the program, please go to:

[https://www.nylearnsph.com/Public/](https://www.nylearnsph.com/Public/)

Click on “Click Here” on the left upper hand side. (Below **Login box**)

You will be asked to create a profile.
Please complete all required fields and include your agency name in the first line of your work address, in addition to the Agency drop down menu.

Once you have completed your profile, please click on “Submit your Registration”.

**If you are already registered with the LMS, you DO NOT need to create a new profile.**

You should now be logged into the *NYS Department of Health – Learning Management System*.

1. Under “User Menu” on the left hand side, please click on “Course Catalog”. 
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2. Click on “Program Catalog” at top center of page.

3. All of the BEHP components will be listed under the heading “Basic Environmental Health Program – Fall 2015”). Click on the title of the program to begin registering for the program.
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4. Please read the information on the page and scroll down to the bottom of the page and click “Begin Program Enrollment”. If you have previously enrolled in or completed any of the courses within the program you will see this indicated under the Status column.

Course Status Table

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Course</th>
<th>Course #</th>
<th>Formats</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Enrolled</td>
<td></td>
<td>UASPH-EH107-FE1 Field Exercise: Bureau of Community</td>
<td>UASPH-EH107-FE1</td>
<td>Face to</td>
<td>Environmental Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Health &amp; Food Protection (Food Establishment Inspection)</td>
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<td>Face</td>
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<td>UASPH-EH107-FE2</td>
<td>Face to</td>
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<tr>
<td></td>
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<td>Environmental Health &amp; Food Protection (Swimming Pool Inspection)</td>
<td></td>
<td>Face</td>
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<td>UASPH-EH108 Elective Field Exercise</td>
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<tr>
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<td>UASPH-EH109 Concepts of Water Supply</td>
<td>UASPH-EH109</td>
<td>Face to</td>
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<tr>
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<td>UASPH-EH109-FE Field Exercise: Concepts of Water Supply Protection</td>
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<td>Face to</td>
<td>Environmental Health</td>
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<tr>
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<td>UASPH-PH101 Introduction to Public Health in New York State</td>
<td>UASPH-PH101</td>
<td>Face to</td>
<td>Core Public Health</td>
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<td>WebEx</td>
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<td>UASPH-PH103B Communicable Disease Control</td>
<td>UASPH-PH103B</td>
<td>WebEx</td>
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<td>Streaming</td>
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<tr>
<td>Completed</td>
<td>10/26/2010</td>
<td>UASPH-PH103D Vector Diseases and Control</td>
<td>UASPH-PH103D</td>
<td>Streaming</td>
<td>Core Public Health</td>
</tr>
</tbody>
</table>

Begin Program Enrollment
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5. You will see a “Course Status Table”. Scroll down and click the enroll button for courses that you are not currently enrolled in. You will receive a confirmation email from NYLearnsPH@cade.uic.edu for every course you enroll in (Cayuga – Fall 2015 sections). If the course is in-person, the confirmation email will include the meeting date, time and location. Please be patient with the system, it may take a few moments before you are enrolled in each course.

5a. Note for select courses: After clicking “Enroll” you may be asked to select your credit type.
6. **Continue to enroll in each of the program components/courses.** Once you have enrolled for all of the courses, you will see a Program Enrollment – Summary page. Click on the course name or details link (section column) for more information.

7. **Select and enroll in a course for NYNJ-068 Elective (Practicing Cross Cultural Communication).** Go to the “Course Catalog” to find and enroll in the course of your choice. Use the keyword search box. Choose **ONE** of the following:
   - NYNJ-068a: Practicing Cross Cultural Communication: Hepatitis A Outbreak
   - NYNJ-068b: Practicing Cross Cultural Communication: The Bamboo Dragon
   - NYNJ-068c: Practicing Cross Cultural Communication: Community Health Workers
   - NYNJ-068d: Practicing Cross Cultural Communication: Flood
7a. Click on the course name. Click on Enroll. You will be asked to select a credit type.

You will see a message indicating that you have successfully registered for the course and you will receive a confirmation email from NYLearnsPH@cade.uic.edu.