

Sign-Up Procedures for ACT Center Tobacco Treatment Specialist Training Program

US Army, San Antonio, TX: 9/23-26/2019

New York Presbyterian Hospital, NYC, NY: 10/28-10/31/2019

Greetings. Thank you for your interest in attending the UMMC ACT Center Tobacco Treatment Specialist Training Program scheduled for the dates and location listed above.

These instructions will guide you through the application process.

1. First, to read about the program, go here:

www.act2quit.org/education/certified-tobacco-treatment-specialist-.asp

The most useful information will be found on the “TTS Training Program”, “Eligibility”, “Upcoming Events”, and “TTS Program Completion and NCTTP” tabs to the right.

2. To apply for the TTS training program, go here:

<https://secureforms.umc.edu/forms/ACT%20-%20TTS%20Program%20Application%20-%20Check.aspx>

1. Complete **all** the requested information and provide supportive documentation.
2. Under **Step 1: Payment**, below “Select to attend full workshop” choose: **\$900 Out-of-State Residents**
3. Under **Step 2: Select Options**, leave all CE options blank (you will be able to sign up for CE at the training site; you will receive CE at no additional charge)
4. Under **Step 3**, select “I’ve made other arrangements”. **DO NOT SEND ANY MONEY**

If you experience any difficulties, please email Jemessia Johnson: jjohnson10@umc.edu

Thank you,

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