



## Portal Access Instructions & Program/Module Guidance

OADSP's programming and materials for **in-person instruction** are available to Licensed Entities (LEs) and other paid subscribers via password-protected portals at [www.oadsp.org](http://www.oadsp.org). If you're unsure of your password, please [contact us](#). Guidance for accessing these elements is below. Some of these elements are also available to LEs/subscribers through OADSP's online learning management system, Professional Training Matters® (PTM) at [lms.professionaltrainingmatters.org](http://lms.professionaltrainingmatters.org). To access these **virtual resources**, please [contact us](#).

Program elements are refreshed annually, to align with Licensed Entity Agreement period(s). As such, LEs must advise staff to

***re-download all program materials at least once per calendar year!***

Submissions bearing previous years' marks will not be accepted.

At [www.oadsp.org](http://www.oadsp.org), click on **Log In**. On the Log In page, review the types of access listed, then click the appropriate button. Enter your password, and press the **Enter** key on your keyboard. You're in! Within the portal, content is intuitively organized, but if you have difficulty finding the element you're looking for, [contact us](#).

No matter which program you're accessing, elements are arranged similarly, and different links allow you to either access a program's entire Module library, or access each Module and its content separately. Each Module contains at least 3 elements:

1. The most up-to-date Module **content**, as a PowerPoint presentation (PPT, .pptx)
  2. The most up-to-date Module packet for the **instructor**, as a Portable Document File (PDF, .pdf)
  3. The most up-to-date Module packet for the **learner**, as a Portable Document File (PDF, .pdf)
- Additional elements may include video, audio, document, and/or other file content.

### Module Content

The core of each Module is its PowerPoint presentation (PPT, .pptx). Across all Modules, in all OADSP educational and training programs, these presentations are similarly organized: they typically include Module objectives, sections of curricular content, *Lesson Application Points (L.A.P.s)*, and *Application Activities*. For the instructor, nearly every slide in every Module of every program includes "Instructor Notes," to help guide the presentation and highlight the Module's key concepts.

*Module and packet content is only as good and effective as it is accurate, up-to-date, visually appealing, and simple to follow, so [please provide feedback](#) - we appreciate constructive user insights!*

### Instructor Packets

If printing the instructor packet, OADSP recommends:

- Printing duplex/double-sided, and flipped on the long edge (so each sheet can turn like a book page)
- Stapling each packet in the upper left corner
- OADSP **strongly** recommends printing the entire instructor packet in color: quiz keys are color-coded, and the highlights won't show if printed in black and white/grayscale.

Generally, in this order, each Module's instructor packet includes:

1. Equipment, Materials & Space Checklist
2. Training Tips & Techniques
3. Proctoring Quizzes
4. Lesson Plan, including Learning Outcomes, PPT slide timing guide, and Module bibliography
5. Key Concepts
6. Quiz with key. Consider printing this in **color**, to easily discern the correct/highlighted quiz responses.
7. Sign-In Form. **REQUIRED for each Module!**
8. Evaluation Form. This is included in every learner packet, too.
9. Registration Form. **REQUIRED for each program, from every learner!** This is included in learner packets, too.

### Learner Packets

If printing the learner packet, OADSP recommends:

- Printing duplex/double-sided, and flipped on the long edge (so each sheet can turn like a book page)
- Stapling each packet in the upper left corner
- Printing the first page/cover page in color

Generally, in this order, each Module's learner packet includes:

1. Module content (PowerPoint slides)
2. Module support pages and other supplemental materials, including *Lesson Application Point (L.A.P.)* and *Application Activity* notes pages
3. Evaluation Form
4. Quiz. **REQUIRED for each Module!**
5. Registration Form. **REQUIRED for each program, from every learner!** This form may only be included with the first Module of any given program.

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The Licensed Entity and/or the organization or individual coordinating this program is responsible for submitting complete documents, including the Registration and Sign-In Forms. Submit these to [training@oadsp.org](mailto:training@oadsp.org).

**Complete and submit program documents to [training@oadsp.org](mailto:training@oadsp.org)  
within 2 WEEKS of the relevant event, session, class, etc.  
*Do NOT wait until a program series is complete.***

The importance of completing and submitting program documents in a timely manner cannot be overstated. Reception of these items by OADSP's training database manager is essential to properly authenticating learners' earned certificates and credentials. Learners, potential and current employers, and regulating bodies may and do [verify qualifications](#) when the database is updated. Additionally, certificates/diplomas/other ceremonial documents may be issued by OADSP directly to each learner via the email address provided on the Registration Form.