January 2026

Dear Providers,

Effective February 1st, 2026 we will be switching to an online system for completion of all non-classroom required **tests** (formally referred to as the "paper-based" tests). The paper-based tests will be removed from CMHA-CEI's public website and be replaced with a link to CEI's Classroom Clipboard page at https://www.classroomclipboard.com/986819 . The training PowerPoints **will still be needed** as the testing website does not allow us to upload them at this time.

Training PowerPoints for each test are accessible in the same location on our public website: https://www.ceicmh.org/for-providers/training-information.html on the Required Trainings table. Once the required training PowerPoint is reviewed, go back to the table and click the "Test" link or enter the website link listed above. There is no cost to complete online testing on the website, nor do you need to login or create an account. This website does not keep any records of completed training so be sure to obtain copies from your staff. **Be sure to discard any old paper-based training PowerPoints as they are updated every October.**

If you need assistance or have any questions, please contact the Training Unit using the below emails and/or phone numbers. You can also contact your assigned Quality Advisor or the general Quality Advisor email.

Thank you for your dedication to training compliance and for your partnership in ensuring the best care is provided to the people we serve.

Training Unit Contact Info

- **General Training Unit Email**: training@ceicmh.org
- **Training Unit Secretary:** Jennifer Wrather
  Phone: (517) 323-9610 ext. 2353
  Email: wrather@ceicmh.org
- **Training Unit Coordinator**: Bridget Doyle
  Phone:(517) 323-9610 ext.: 2339
  Email: doyle@ceicmh.org

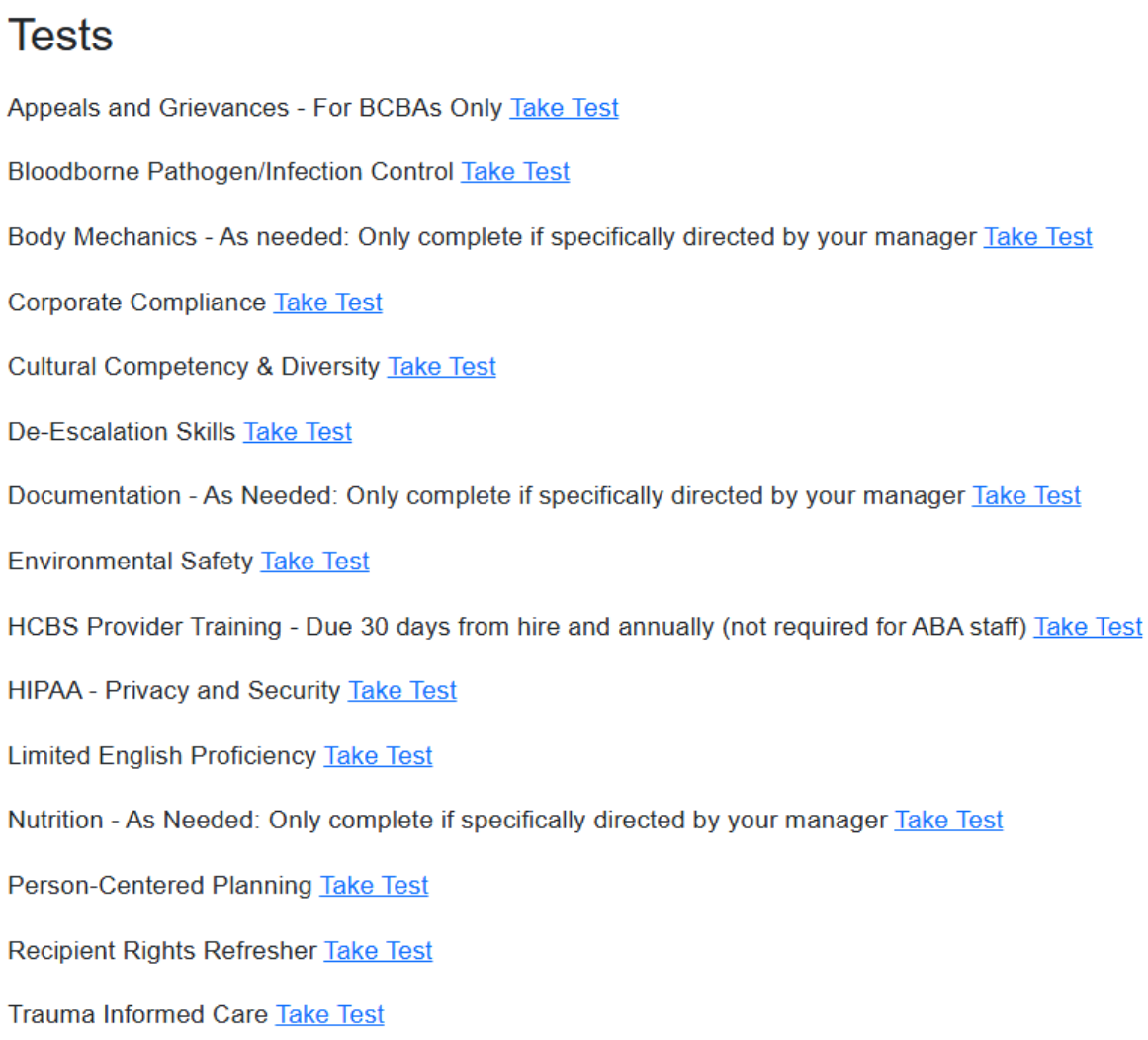
Quality Advisor Contact Info

- **General QA Email**: QCSRR-QA@ceicmh.org
- **Quality Advisor:** Brianne Haner
  Phone:(517) 887-5286
  Email: haner@ceicmh.org
- **Quality Advisor:** Dr. Mussa Maingu
  Phone:(517) 887-5219
  Email: maingu@ceicmh.org
- **Quality Advisor:** Jessica Haney
  Phone:(517) 237-7059
  Email: haney@ceicmh.org

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CMHA-CEI Online Testing Guide for Classroom Clipboard

Go to CEI's main webpage to access Training PowerPoints https://www.ceicmh.org/for-providers/training-information.html and scroll down to the "Required Trainings" table. Review the training material by clicking on the "Training" link next to the associated training title. Then click on "Test" to complete the test on CEI's Classroom Clipboard page. Below is a screenshot of what the CEI Classroom Clipboard page looks like. **Be sure to refer to your contract's required training grid to see what training tests you must take as some of the listed trainings on the below grid may not be required for your position**. You can find training grids on our main website or refer to your manager/contract's attachments.



Tests

Appeals and Grievances - For BCBAs Only Take Test

Bloodborne Pathogen/Infection Control Take Test

Body Mechanics - As needed: Only complete if specifically directed by your manager Take Test

Corporate Compliance Take Test

Cultural Competency & Diversity Take Test

De-Escalation Skills Take Test

Documentation - As Needed: Only complete if specifically directed by your manager Take Test

Environmental Safety Take Test

HCBS Provider Training - Due 30 days from hire and annually (not required for ABA staff) Take Test

HIPAA - Privacy and Security Take Test

Limited English Proficiency Take Test

Nutrition - As Needed: Only complete if specifically directed by your manager Take Test

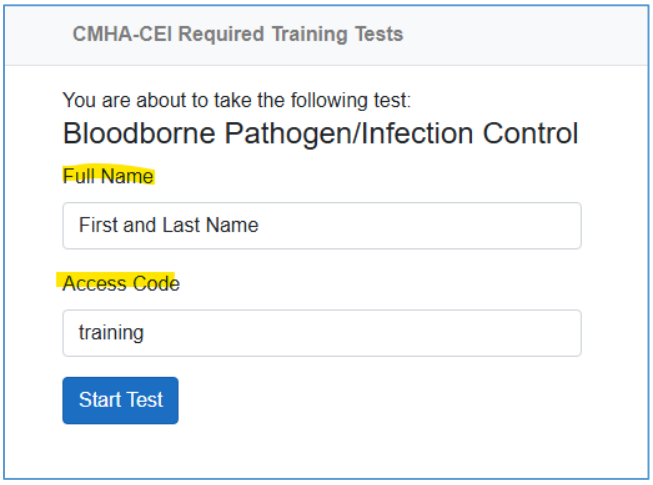
Person-Centered Planning Take Test

Recipient Rights Refresher Take Test

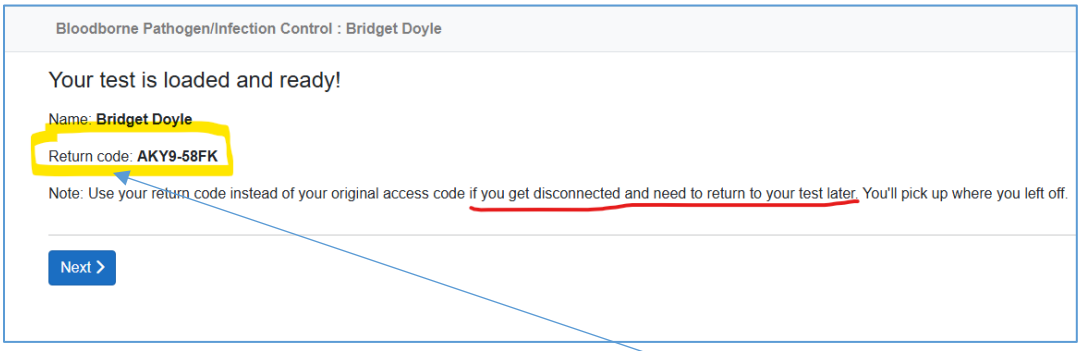
Trauma Informed Care Take Test

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When you click on the "Take Test" link, you will need to enter your name and an Access Code. **The Access Code for all tests is: training (all lowercase).**



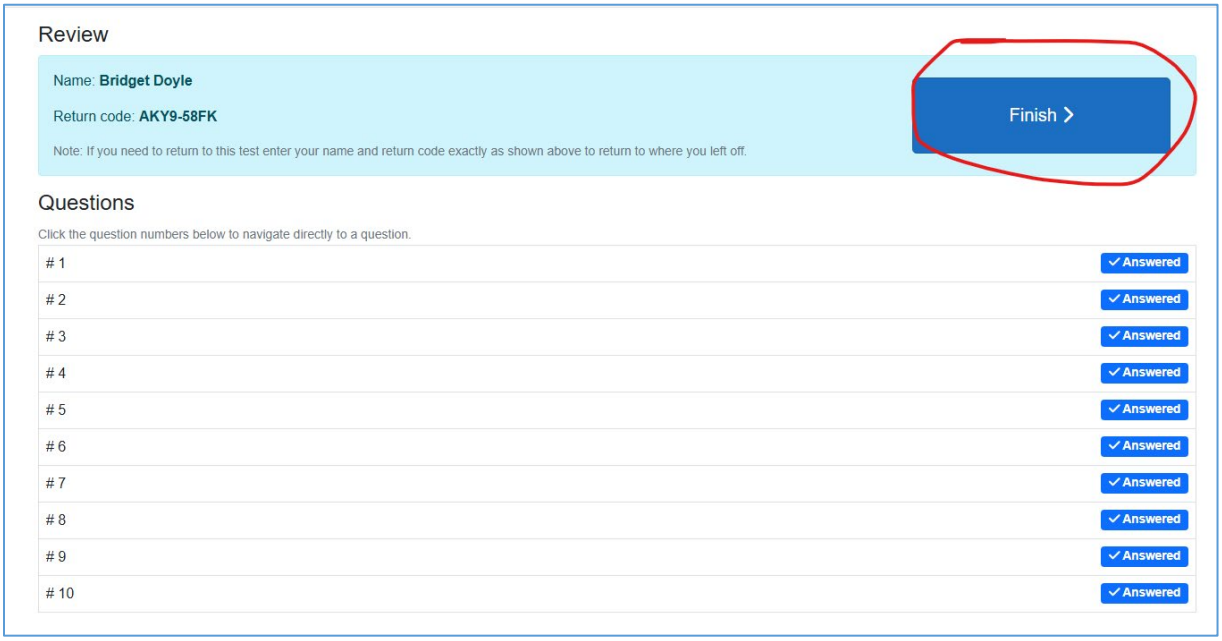
After you enter this information and click on "Start Test" you will see this screen. Click the NEXT button to start.



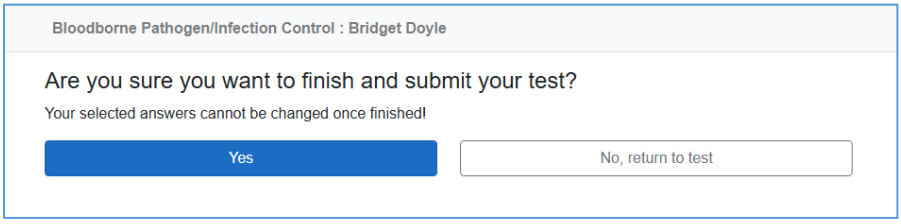
If you need to stop the test and return later, make sure you write down the **return code** to pick up where you left off. If you do not write this down and leave the website before completing the training, you will have to start the test from the beginning.

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After you have finished the test you will see the following screen:



You will have the opportunity to review your answers. When you are ready, click on "Finish" and you'll have one more opportunity to submit or return to review your answers as shown on the below screen:



After you have submitted your test, you will see your score. The minimum passing score for each test will remain the same (80% or above). If you have passed the test, download your results and send them to your manager. If you score under 80%, you will need to retake the training. Your downloaded document will have the class name, your name, score, and date on the top of the page. **THIS IS YOUR PROOF OF COMPLETION.**

