

# 3 STEPS TO BECOMING A MY PLACE CT PARTNER

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## Step #1 Register

Enter information about you and your organization on the [Partner Sign-up Page](#). My Place CT will verify your information and send you an email confirming your admission to the My Place CT Partner Training Program.



Organizations are encouraged to have several staff become My Place CT Partners.

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## Step #2 Take Online Partner Training

My Place CT Partners in Training are required to complete video training on how to use the MyPlaceCT.org website and a course on person-centered care.

- **Navigating MyPlaceCT.org:** This brief tutorial video tours MyPlaceCT.org and demonstrates key features of the website.
- **My Place CT – Understanding Consumer Control, Person-Centered Planning and Self Direction:** This free, online course offered by Boston University will take approximately four hours to complete and can be done in multiple sittings. There will be an exam to complete the course. If needed, you will have multiple opportunities to pass the course. Four Continuing Education Units (CEUs) are awarded upon successful completion, if appropriate.



**If you have taken previous person-centered training, you will likely be waived from the course requirement.**

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## Step #3 Sign & Return the Partner Agreement

After training has been successfully completed, you will receive a Partner Agreement by email. Once the Partner Agreement is signed, you will become an official My Place CT Partner and your name and your organization will be listed on MyPlaceCT.org and you will receive a My Place CT Partner certificate plus supportive materials in the mail.



Department of Social Services in collaboration with partner  
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MYPLACECT.ORG

The Virtual Home of No Wrong Door