



ScreenNJ Partner Information Sheet Certified Tobacco Treatment Specialist (CTTS) Training

Thank you for your interest in improving colorectal and lung cancer screening rates and cancer prevention efforts in collaboration with the ScreenNJ program. For partner organizations, ScreenNJ is able to cover the tuition cost of the [Certified Tobacco Treatment Specialist training program](#) for members of staff who are already providing some tobacco cessation services and would like to improve their skills, as well as staff who need the training so that they can develop the skill set to begin providing tobacco cessation services to your patients.

We can support tuition for up to three staff from your site at this time. If you have more than 3 staff who you would like to send to the program, please contact ScreenNJ (eicarey@cinj.rutgers.edu or 201-637-7359) to discuss.

The CTTS program provides health professionals with an in-depth understanding of Tobacco Dependence, as well as the essential science-based treatment tools necessary to help their client's achieve freedom from tobacco use. **Note that the program is a full 4 days in the classroom** (plus some homework that the participant will need to complete within 1 month of the course), **and is located in New Brunswick.**

To Register for the CTTS Training as a ScreenNJ Partner:

The staff member needs to register online for the CTTS training to reserve their seat -- below are the upcoming program dates we can cover tuition for, and the registration links for these upcoming classes:

- **September 23 - 26, 2019**
<http://www.tobaccoprogram.org/index.php?src=events&category=4day&srctype=detail&category=4day&refno=35>
- **January 27 - 30, 2020**
<http://www.tobaccoprogram.org/index.php?src=events&category=4day&srctype=detail&category=4day&refno=34>
- **May 18 - 21, 2020**
<http://www.tobaccoprogram.org/index.php?src=events&category=4day&srctype=detail&category=4day&refno=33>

How to Register Online:

- Click on the link (above) for the date/session you will attend.
- On that website, click the "click here to register" link at the bottom of the page.
- On the next page, click "enroll yourself" -- it will ask them to log in or create an account (follow the prompts).
- Once you've logged in, you will see an Enrollment Cart page that lists the course dates you selected. Click the red "Proceed to Checkout" button on the bottom right.
- On the next page (Registration Transaction), fill in the Invoice Information fields as follows:
 - **PO Number:** FY2020ScreenNJ
 - **Name:** your first and last name
 - **Name** (repeated field): your organization's name
 - **Address:** 195 Little Albany Street, Attn: Emily Carey
 - **City:** New Brunswick
 - **State:** NJ
 - **Zip Code:** 08901
- Click "Submit Invoice" -- an invoice will be emailed to you within a few days, and you must forward that to eicarey@cinj.rutgers.edu (and CC the person in your organization who sent you these instructions so that you know they are going to the program with support from ScreenNJ)
- The ScreenNJ program will confirm via email that we are paying the tuition.

Note, seats in the program are limited. If the registered staff member needs to withdraw from the program or reschedule for another session, please contact eicarey@cinj.rutgers.edu immediately.