

Child and Teen Checkups (C&TC) Training Registration Process and FAQ

Registration

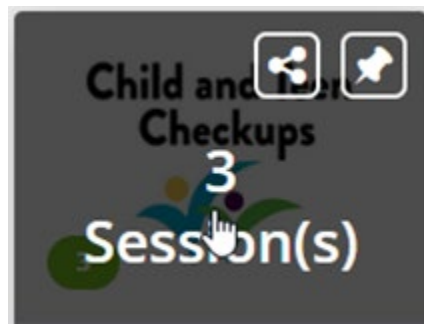
The Minnesota Department of Health (MDH) Learning Center is designed to track individual learning. Each person attending a course, training, or event must have their own individual account (generic/group accounts are NOT allowed).

If you don't already have a free account, use the 'Sign Up' button to create one; assigning a username, password and completing the required fields identified by a red asterisk (*). For instructions on account creation and use of the system visit the [MDH Learning Center webpage \(www.health.state.mn.us\)](http://www.health.state.mn.us).

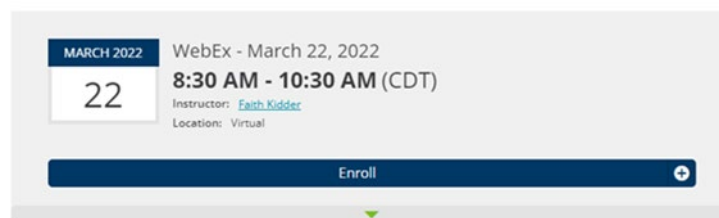
New trainings are usually posted 6-8 weeks before the training date. Registration will close one (1) week prior to the training date. Participants receive a registration confirmation notice for the course only after payment has been processed and accepted.

Instructions

1. Log into the [MDH Learning Center \(www.minnesota.myabsorb.com\)](http://www.minnesota.myabsorb.com) and browse the catalog.
2. Click into the course by clicking the Child and Teen Checkups (C&TC) logo, imaged below.



3. Click 'Enroll' for the Session the registrant is going to attend, imaged below.



4. After registrant completes the registration, registrant will receive an email with a link to the MDH Event Payment Form.

Payment

1. Registrant will receive an email with a link to the MDH Event Payment Form.
2. The payor clicks on the link in the email and will be brought to the MDH Event Payment Form.

MDH Event Payment Form

Instructions

1. If the event/course title is not preselected, select it from the Event Title dropdown.
2. Select a payment type (a convenience fee may be charged at time of payment)
 - **Individual:** Checking/Savings OR Credit/Debit Card
 - **Group:** Checking/Savings OR Credit/Debit Card (Multiple persons register with one payment)
3. Enter **registrant** information and click Submit. An opportunity to add payment contact information is provided on the payment screen.
 - **Important Note:** For events/courses available through the [MDH Learning Center](#), all registrants must begin the registration process using that system and receive an email stating their enrollment is pending payment before submitting payment using this form.
4. After a successful credit card payment to US Bank the payer will receive an email confirmation. If paying by "Group: Credit Card", each member of the group will receive a separate email confirmation.

If you have questions about the event or payment, contact the program coordinating the event. For problems with this form, contact Health.LMS@state.mn.us.

Event/Course Information

Event Title:

Event Description:

Event Fee:

3. In the form, imaged below, payor indicates if they are paying for a group or one individual.

Registrant Information (* = Required Field)

Payment Type *:

- Individual: Checking/Savings OR Credit/Debit Card
 Group: Checking/Savings OR Credit/Debit Card (Multiple persons register with one payment)

First Name*:

Last Name*:

Email Address*:

Re-enter Email Address*:

Phone Number*: (9999999999) (do not use hyphens or parentheses)

Organization:

Street Address 1*:

Street Address 2:

City*: State*: Zip*:

Special Accommodations:
(i.e. ASL interpreter or CART services)

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4. When completing an individual payment, payor will submit and confirm registrant information. Then payor will enter the US Bank page (Move to Step 7).
5. When doing a group payment, payor can add registrants at the bottom of the form, as imaged below. It will keep a list of those who have registered and the ongoing total of fees.

Add Registrant (* Required Field)

First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Email Address*:	<input type="text"/>
Re-enter Email Address*:	<input type="text"/>
Phone Number*:	<input type="text"/> (999-999-9999)
Organization:	<input type="text"/>
Street Address 1*:	<input type="text"/>
Street Address 2:	<input type="text"/>
City*:	<input type="text"/>
State*:	MN <input type="text"/>
Zip*:	<input type="text"/>
Special Accommodations:	<input type="text"/>

6. Once payor has entered all registrant's information payor can submit the information as the button below indicates.

(Note: upon submission you will be transferred to the US Bank Payment portal)
(Charge information defaults to last registrant entered)

SUBMIT GROUP

7. Payor will be transferred to the US Bank page and have the option of paying by Checking/Savings account (E-Check) or Credit/Debit Card (CC).
8. Enter payment information, submit, and payor will receive a receipt.
9. When the payment has been processed the C&TC team will confirm registration and payment in our system and registrant will receive a confirmation notice.

Refunds

C&TC Training Cancellation Policy: A FULL refund will be issued to all participants if MDH finds it necessary to cancel a training/event. A PARTIAL refund will be issued if a participant needs to cancel their registration. MDH must receive notification at least three (3) business days prior to the 1st day of the training/event.

Frequently Asked Question

How long are trainings posted?

New trainings are usually posted 6-8 weeks before the training date. Registration will close one (1) week prior to the training date.

How do I register a group to attend the training?

Generic and group accounts are NOT allowed. Each person must create their own individual account and register themselves for the course, training, or event.

I accidentally registered for a course/session. How do I cancel my registration?

Email health.childteencheckups@state.mn.us and tell us your name and which course and/or session registration you need to cancel.

Do you accept Purchase Orders (PO) for payment?

No. Our system accepts Checking/Savings account or Credit/Debit Card.

What if I am not showing up as registered for the training session?

Verify the registrant is enrolled in a Child and Teen Checkups Session. Review the [Registration Instruction](#) for step-by-step instructions on how to register for a session.

What if my registration says “Pending”?

Verify the payor completed the Minnesota Department of Public Health’s Event Payment Form. Review the [Registration Payment](#) for step-by-step instructions on how to pay for a session.

When the payment has been processed the C&TC team will confirm registration and payment in our system and registrant will receive a confirmation notice.

Minnesota Department of Health
651-201-3650
health.childteencheckups@state.mn.us
www.health.state.mn.us

05/2022

To obtain this information in a different format, call: 651-201-3650.