

# TMS Learner Guide

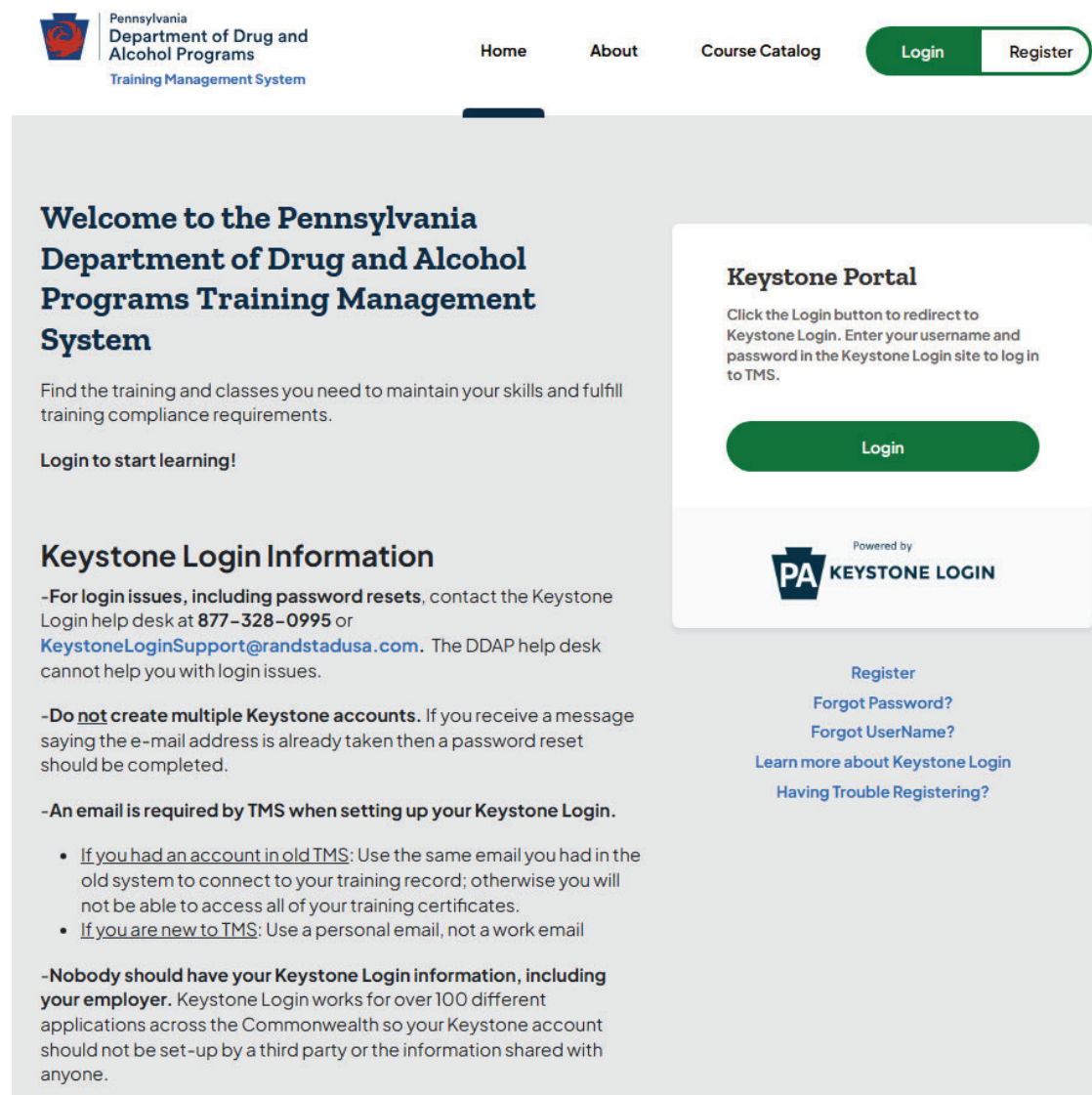
(Training Management System)

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## How to log in

You can access TMS using this website address: <https://tms.ddap.pa.gov>



The screenshot shows the TMS login page. At the top is the Pennsylvania Department of Drug and Alcohol Programs logo and the text "Training Management System". Navigation links include "Home", "About", "Course Catalog", "Login", and "Register". The main content area has a large heading "Welcome to the Pennsylvania Department of Drug and Alcohol Programs Training Management System" and a subheading "Find the training and classes you need to maintain your skills and fulfill training compliance requirements." Below this is a "Login to start learning!" button. To the right is a "Keystone Portal" section with instructions to click the "Login" button to redirect to the Keystone Login site. Below the portal is a "Keystone Login Information" section with several bullet points: "-For login issues, including password resets, contact the Keystone Login help desk at 877-328-0995 or [KeystoneLoginSupport@randstadusa.com](\"mailto:KeystoneLoginSupport@randstadusa.com\"). The DDAP help desk cannot help you with login issues.", "-Do not create multiple Keystone accounts. If you receive a message saying the e-mail address is already taken then a password reset should be completed.", "-An email is required by TMS when setting up your Keystone Login.", and two sub-bullets: "• If you had an account in old TMS: Use the same email you had in the old system to connect to your training record; otherwise you will not be able to access all of your training certificates." and "• If you are new to TMS: Use a personal email, not a work email". At the bottom is a note: "-Nobody should have your Keystone Login information, including your employer. Keystone Login works for over 100 different applications across the Commonwealth so your Keystone account should not be set-up by a third party or the information shared with anyone."

**Welcome to the Pennsylvania Department of Drug and Alcohol Programs Training Management System**

Find the training and classes you need to maintain your skills and fulfill training compliance requirements.

**Login to start learning!**

**Keystone Portal**

Click the Login button to redirect to Keystone Login. Enter your username and password in the Keystone Login site to log in to TMS.

**Login**

**Keystone Login Information**

- For login issues, including password resets, contact the Keystone Login help desk at 877-328-0995 or [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com). The DDAP help desk cannot help you with login issues.
- Do not create multiple Keystone accounts. If you receive a message saying the e-mail address is already taken then a password reset should be completed.
- An email is required by TMS when setting up your Keystone Login.
  - If you had an account in old TMS: Use the same email you had in the old system to connect to your training record; otherwise you will not be able to access all of your training certificates.
  - If you are new to TMS: Use a personal email, not a work email
- Nobody should have your Keystone Login information, including your employer. Keystone Login works for over 100 different applications across the Commonwealth so your Keystone account should not be set-up by a third party or the information shared with anyone.


Some of the benefits of this TMS include:


- A one-stop shop for both instructor-led (virtual and in-person) and on-demand training (previously housed in TrainPA).
- An easier method to search for and register for training.
- Access to our complete course catalog to create a personalized list of desired training.
- Improved communication from email reminders to SMS text messaging.


TMS utilizes the commonwealth's Keystone Login. Keystone Login is an account management system for commonwealth online services. You can use your Keystone Login username and password to log into any online service that participates in Keystone Login. If you do not already have an account with Keystone Login, you can create one by visiting <https://keystonelogin.pa.gov> or by clicking Register from the new TMS login screen. Since Keystone Login is used across multiple agencies beside DDAP, It is highly recommended that you do not use a work email for Keystone Login. Your Keystone Login password shouldn't be shared with anyone else, including your employer.

If you had an old TMS account, you will need to create your Keystone Login account with the same email address that you used on your old TMS account. If you do not know the email address that was used for your old TMS account, please send an email to [ra-datrainig@pa.gov](mailto:ra-datrainig@pa.gov) and include the following information:

- Your first and last name;
- Your date of birth;
- The email address you want on your TMS account (which will then be used for your Keystone Login account)
- A Phone number where we can reach you if we need additional information

 Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached by phone at 877-328-0995 or by email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com).


 Note: If you have a Keystone ID through the [Child Welfare Portal \(CWIS\)](#), [State Employee Retirement System \(SERS\)](#), [Disaster Training Registration](#), [COMPASS Child Support](#), or [Consolidated Eligibility Letter \(CELS\)](#) you can use those same credentials to log in. For assistance with those applications, please contact the CWIS Support Center at 1-877-343-0494

 A Keystone Login account isn't needed if you already have a Keystone ID account — this will be flagged as a duplicate.

## Register

\* indicates a required field

### Personal Information:

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Date Of Birth *	<input type="text" value="mm/dd/yyyy"/> 

### Contact Information:

Enhanced Security	<input type="checkbox"/>
Email	<input type="text"/>
Mobile Phone Number	<input type="text" value="### ## ##"/>

**Note:** Providing contact information helps to make password resets and account updates easier. If contact information is not provided, the only available methods for resetting a password are answering security questions or contacting the Keystone Login Help Desk.

By providing your mobile number, you consent to receiving text messages from the Commonwealth of Pennsylvania (Keystone Login) for identity verification purposes. Messages are only sent as part of this process. Standard messaging and/or data rates may apply. To opt-out of text messages, users must edit their account and delete their mobile number or contact the Keystone Login Help Desk for assistance.



**If you already have a Keystone Login account**, but do not remember your username and/or password, you can request that information directly from the Keystone Login site. You can also contact the Keystone Login Helpdesk by calling 877-328-0995 or emailing [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com). DDAP Training Section staff cannot assist with resetting Keystone Login passwords.

Once you log in with Keystone you will immediately be directed back to the TMS page where you will need to update your user profile before you can register for trainings.

### Please Update Your Profile

Please visit [your profile](#) to check the information saved there. Update any information that is out of date.

Thank you!



#### Note

All fields are required.

#### User Information

First Name

Brineshia


Last Name

McNealy

Email Address

 brineshiamcnealy@gmail.com

Date of Birth

mm/dd/yyyy 

This email address will be used by TMS and the DDAP Training Staff for electronic communication.

#### Location Information

Location Type? ☒ Home ☐ Business

City

York

State

Pennsylvania ▼

Zip Code


17403

County

York ▼

#### Contact Information

Mobile Phone - (xxx) xxx-xxxx

 7174243080

☐ Opt in to receive SMS messages from the system.

Training Record

TMS FAQ

Logout

\*The email address listed in your TMS profile is the email that the system will send emails to.

If you would like to request ADA accommodation, you can do so under your profile in the ADA Accommodations section located at the bottom of your profile page.

### **ADA Accomodations**

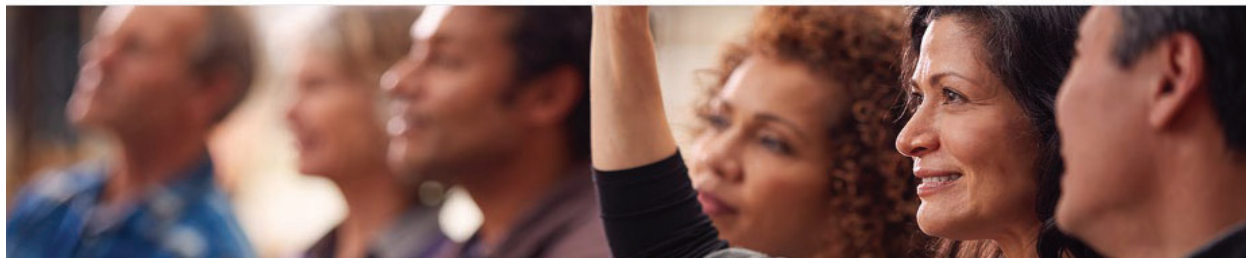
**Do you require any special accommodations under the ADA Law to participate in Training?**

☒ Yes ☐ No

If yes, please select from the following needs and/or add notes. These requests will be shared with the trainers and host of in-person training sessions that you attend.

- ☐ Large print handouts ☐ Seat in front of room ☐ Sign language interpreter
- ☐ Electronic materials for use with screen reader ☐ Assistive listening device
- ☐ Note taker / scribe ☐ Other

## Registering for training



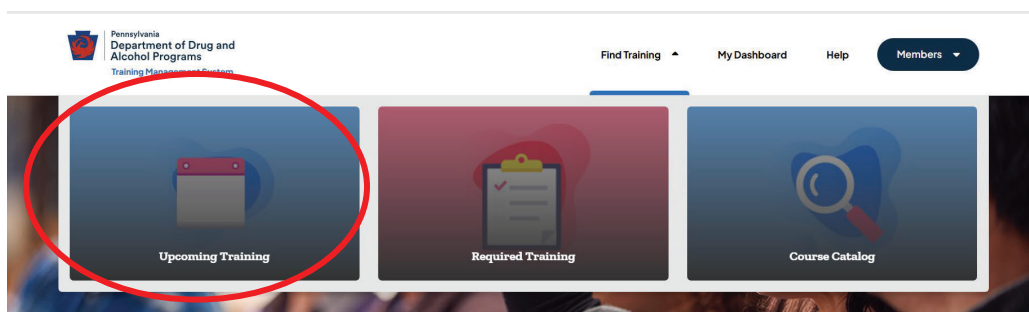
### Welcome to the Pennsylvania Department of Drug and Alcohol Programs Training Management System!



Find the training and classes you need to maintain your skills and fulfill training compliance requirements.

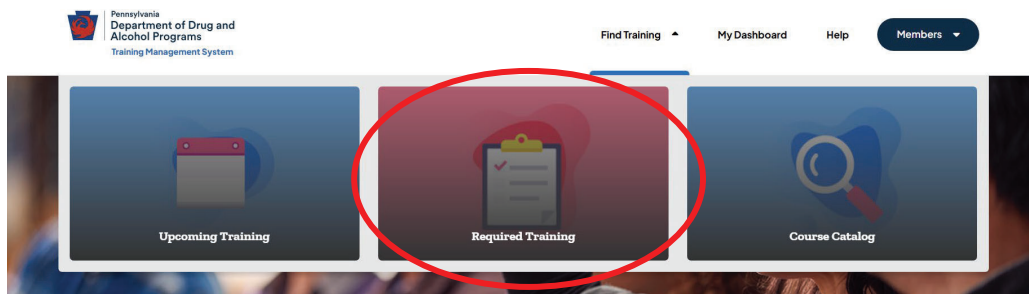
Get started by exploring our [Course Catalog](#) or search for [Upcoming Training](#).

Now that you are logged in, you may be wondering how you navigate the system. The New TMS system was designed to be user friendly and once you are familiar with it, you will be a pro. You can explore our [Course Catalog](#), search for [Upcoming Trainings](#), review [DDAP | Required Trainings](#) by Clicking Find Training ▲

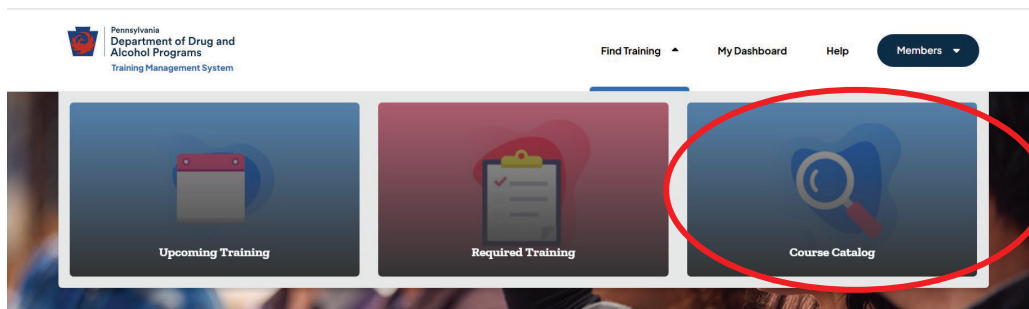


**Upcoming Trainings:** Here you will find a list of all scheduled upcoming trainings. Each training course will list the date, location, number of seats available, the number of people on the wait list, and event details button.





**Required Training:** Here you will find trainings separated by Job categories. Under each section you will find a list of DDAP required trainings for that Job. DDAP manuals are also available in this section.



**Course Catalog:** Here you will find a list of all DDAP's training courses that are currently being offered. All trainings are separated by Job categories.

Once you find a training click the Event Details button.

**Clinical Supervision Training**

Sep 15 – 19, 2025 (see details) ▼

**7th Street Conference Center**  
2525 N 7th St  
Harrisburg, PA 17110

**Event Details**

5 Seats Available  
9 On Wait-List

Event Details page is where you will find more information regarding the training you are scheduling such as a map, fee, and primary contact information.

### Clinical Supervision Skills Training

This in-person training will build on the information provided in the online training and provide participants with the opportunity to practice their clinical supervision skills. Participants will also be provided with tools to assist in assessing and working with their supervisees.

**Upcoming CST Events:** DDAP schedules 6 to 8 CST events per calendar year. As we confirm event details (dates, trainers, locations, etc.), the events will be added to the Upcoming Training for registration. We try to schedule events across the state, so if a scheduled event is not currently in your area, please keep checking back for additional events to be added. If you are not able to find an event but need to complete training to fulfill licensing regulation requirements, DDAP has approved additional options for completing this requirement (link below).

**Additional options for completing the Clinical Supervision Training requirement**

**2025 Schedule:**

August 25<sup>th</sup>-29<sup>th</sup>, Lackawanna/Susquehanna Office of Drug and Alcohol Programs, 123 Wyoming Avenue Scranton, PA 18503

September 15<sup>th</sup>-19<sup>th</sup>, PA Dept of Human Services, 2525 N 7th St, Harrisburg PA 17110

November 3<sup>rd</sup>-7<sup>th</sup>, Rise Center, 702 N 8th St, Reading, PA 19604

28.5 hours    Add to Watch List

Category	Treatment
Level	Intermediate
Prerequisites	Clinical Supervision Training Foundations - 2024
Tags	Licensing Regs, Intermediate

### Event Details

**Location:** 7th Street Conference Center  
2525 N 7th St  
Harrisburg, PA 17110

**Dates:** Sep 15 - 19, 2025

**Time:** Details

**Fee:** \$300.00

**Primary Contact:** Training Section  
ra-datatraining@pa.gov

You are registering for a DDAP class that requires you to send a payment to DDAP. When you select Register, you will be presented with a PDF with information for sending in a payment by check.

Sending a check does not mean you are automatically approved to attend this class. Classes fill fast and participants will be approved in the order payments are received. When your payment is received by DDAP and if seats are available, you will receive approval confirmation via email.

If class seating has filled by the time DDAP receives your payment, you will be added to the waitlist for the class. If a seat becomes available, DDAP will contact interested individuals in the order their payment was received in an attempt to fill the seat. Any individual who has submitted payment but has not been approved to attend will have the check returned to sender, and you will need to register for a future class.

**Accept these terms and conditions to request a seat.**

**Request a Seat & Pay**

You will need to read and accept the terms and conditions to request a seat in the training. Please remember nobody else, including your employer, should manage your registration. Only the account holder is permitted to manage registration

## Paying for Trainings

Payments will need to be made with the primary contact for the training.

Currently DDAP does not accept credit card payments. Check or money order can be mailed to:

Department of Drug and Alcohol Programs  
Attn: Training Section 2601 N 3rd Street  
One Penn Center, 5th Floor  
Harrisburg, PA 17110

\*The only fee that should be paid to DDAP is the \$50 no-show and the fee \$300 Clinical Supervision Training. All course fees should be paid to the primary contact for the training.

# My Dashboard

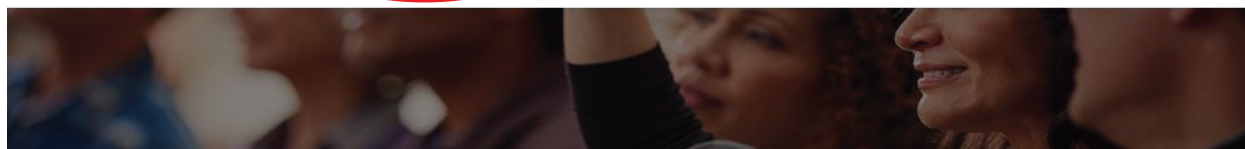


Find Training ▾

**My Dashboard**

Help

Members ▾



Your Dashboard is where you manage your registration and view your scheduled trainings. Statuses indicate if you have requested registration, are on a waitlist, have been approved to attend the class, or have canceled out of the class. Use the action button to cancel out of a class if you won't be able to attend.

A status of **Pending** does not guarantee a seat in the class. Your registration request will be reviewed and if approved, you will receive a confirmation email.

The **Approved** status indicates that your seat in the class has been reserved.

If a class is full when you register, you will be added to the **Waitlist**. If an approved student cancels their registration, you may be approved to attend that class depending where you are on the waitlist.

If you have both options to **Approve** or **Cancel** your pending registration for a training you are on the waitlist for, then that means the training is less than 48 hours away and a spot has opened. If you still wish to attend the training, you will need to click the **Approve** button and re-confirm you are still interested in attending to secure your spot. This is done to avoid last-minute automatic approvals that may take learners by surprise.

**My Course Dashboard**

[View Training Dashboard >](#)

My Upcoming Training				
Course	Location	Date	Status	Action
Clinical Supervision Training	7th Street Conference Center 2525 N 7th St Harrisburg, PA 17110	Sep 15, 2025 – Sep 19, 2025 (9:00 AM – 4:00 PM) Contact: Training Section	Approved	<a href="#">Start Cancellation</a>

It is the responsibility of the learner to cancel their registration in TMS. Learners are encouraged to cancel their registration as soon as possible before the course start date to allow others to fill your seat. Learners can cancel up to 2 hours after the posted start time. To cancel the training that you've been registered and approved for, login to TMS, and go to My Course Dashboard. Once you start your cancellation you will need to check the box to accept the terms and conditions. If you fail to cancel your training you will be charged a \$50 no show fee.

Cancelling your registration will remove you from this class and may affect your position on a waitlist. Once cancelled, you may not attend this class without re-registering and receiving approval to attend.

If you have paid a registration fee for this class and need to cancel, please email or call the primary contact listed on this page for refund information after accepting the terms and cancelling your registration.

Accept these terms and conditions to request a seat.

Cancel

Once you've successfully canceled you will receive confirmation of your cancellation.

## You have canceled your registration.

You have successfully cancelled your registration for this class.

Your 'payment owed record' will be updated by DDAP staff and be taken off your record shortly. Until that happens, please disregard system alerts indicating you owe money. Once DDAP confirms your cancellation, you will receive email confirmation and your payment will be returned to sender.

Payments for this class date cannot be used for future class dates.

Please visit the [Course Catalog](#) to browse available courses or [Upcoming Training](#) to search for another event in your area.

## Training Record

Your training record is located under the members' tab.



Find Training ▼

My Dashboard

Help

Members ▼

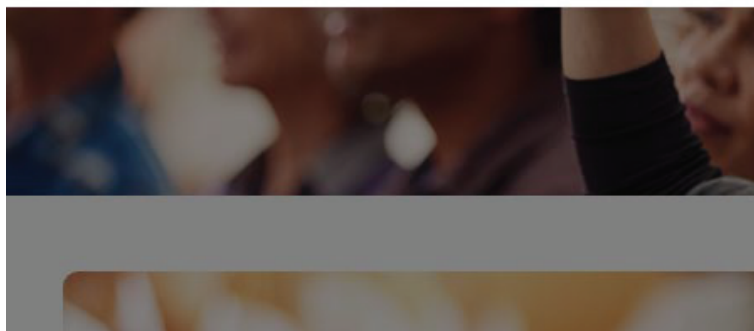


Find Training ▼

My Dashboard

Help

Members ▲



Training Record

TMS FAQ

Logout

Under your Training Record you will only have access to training transcripts for training you've taken through DDAP.

Before printing your certificate, you must complete the survey

Course	Dates of Session(s)	Status Date	Status	Completion	Action
HIV for Substance Use Disorder Professionals - 2024	On Demand	5/28/2025	Completed	Completed	Survey

Once the survey is completed you can print certificates by clicking the Certificate button.

Course	Dates of Session(s)	Status Date	Status	Completion	Action
HIV for Substance Use Disorder Professionals - 2024	On Demand	5/28/2025	Completed	Completed	Certificate

## Customer Support

If you need to contact DDAP training section or find FAQ's, you can use the Help button located between My Dashboard and Members.



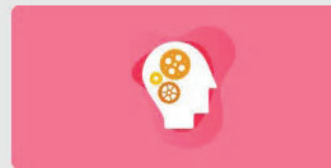
If you are missing certificates this is also where you would report the missing information.

## General Support Request

**How can we help?** The DDAP Training Section will answer your question via email.

Visit the [TMS Frequently Asked Questions](#) for answers too.

**If you have questions or concerns about a training you are scheduled for**, please contact the training's primary contact. This information is available on the training event page, which can be accessed through [My Course Dashboard](#). Click on the course name, locate the event you are registered for, and you will find the primary contact's information. This information is also available in any email you have received about the training.



### How can we help?

Name \*

Email \*

Alternative Email Address

Message \*

What do you need assistance with? Please provide information and/or questions that will help us with your request.

Attachment Upload a document to help.

Choose Files

No file chosen

Submit

## User Tips

1. When searching for training you can edit your search parameters by using Refine Results located on the left side of the screen.

### Refine Results

Date Range	▼
Distance	▼
Location Types	▼
Category	▼
Tags	▼
Difficulty Levels	▼

2. Where can DDAP on-demand trainings be found?

**All DDAPs on-demand training courses are now housed in TMS. There are no DDAP training courses housed in TrainPA.**

3. For questions about your specific credential and training requirements contact your governing body through the links below:

**Pennsylvania Certification Board, [Home | Pennsylvania Certification Board](#)**

**National Association of Social Workers, [National Association of Social Workers - Pennsylvania Chapter](#)**

**Pennsylvania Association of Addiction Professionals (affiliate of NAADAC), [Pennsylvania Association of Addiction Professionals \(PAAP\) – An affiliate of NAADAC, the Association for Addiction Professionals](#)**

**PA Department of State: [Professional Licensing | Department of State | Commonwealth of Pennsylvania](#)**

4. What is the difference between SCA/Provider-hosted training and DDAP hosted training?

**SCA/Provider-hosted trainings** are offered at the request of the SCA (Single County Authority) or Drug and Alcohol Commission offices and are often conducted at the SCA, local treatment provider facilities, or held virtually.

**DDAP-hosted trainings** are training sessions that DDAP occasionally hosts at public venues (hotels, universities, etc.) at various locations around the state.

Course content at DDAP-hosted trainings and SCA/Provider-hosted trainings are the same.