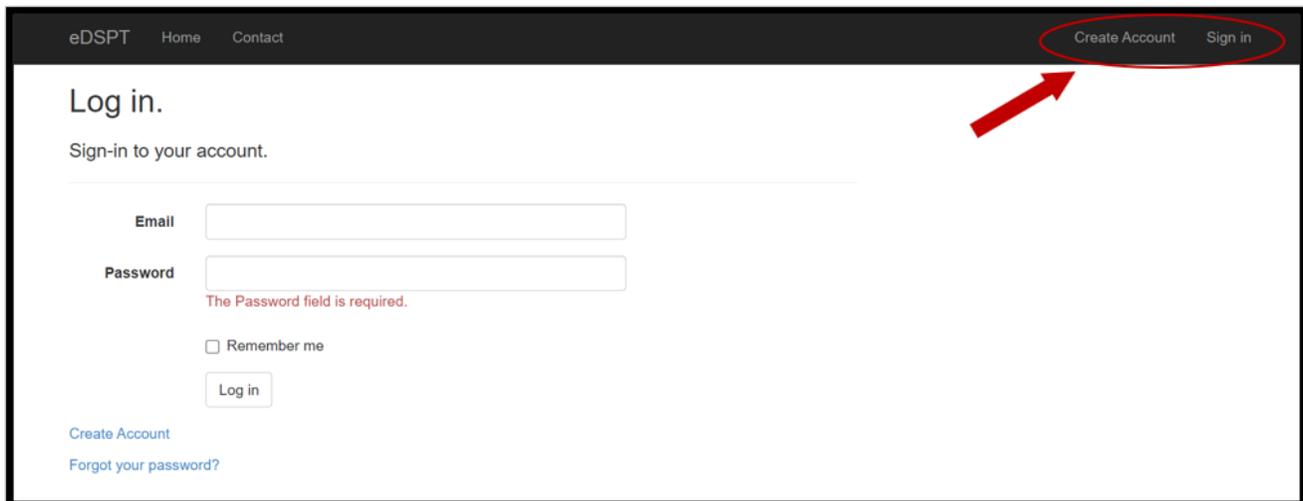


DIRECT SUPPORT PROFESSIONAL TRAINING (DSPT)

The Direct Support Professional Training (DSPT) is a competency-based training program that is mandatory for all Direct Support Professionals (DSP) working in licensed community care facilities vendored by regional centers. The DSPT is divided into two equal segments of 35 hours each to be completed in successive years for a total of 70 hours. DSPs who are mandated to meet the training requirement, may opt to meet it by passing the Challenge Test for each 35-hour training program. Any questions or concerns, email ccfdsp@dds.ca.gov.

Q1. How do I create an account in the eDSPT system so I can register to the DSPT 1 and 2 training?

A1. Visit the eDSPT website at <https://www.dsptrain.org/Account/Login>, locate and click the “Create Account” button as shown on the image below.



The screenshot shows the eDSPT website interface. At the top right, there are two buttons: "Create Account" and "Sign in". The "Create Account" button is circled in red, and a red arrow points to it from the right. Below this is a "Log in." section with the text "Sign-in to your account." There are two input fields: "Email" and "Password". Below the "Password" field, there is a red error message: "The Password field is required." There is also a checkbox labeled "Remember me" and a "Log in" button. At the bottom left of the login section, there are two links: "Create Account" and "Forgot your password?"

- You will then be prompted to enter your personal email, create a password and select if you are a Direct Support Professional or and Administrator/Licensee. (see image below)

eDSPT Home Contact

Create Account.

Once you have created an account you will receive an email notification with a link to confirm your account. Once you have confirmed your account, you may now be able to register for a class.

Email

Password

Your password must be at least 6 characters and must contain the following:

- at least one capital and one lowercase letter
- at least one number
- at least one special symbol (!, @, #, \$, %, ^, &, +, _ -)

Confirm password

Are you a Direct Support Professional or a Vendor/Regional Center Administrator?

Direct Support Professional

Administrator/Licensee

- You will then receive an email notification with a link to confirm your account. Please check your email for this link.
- Once you click on the link, you will be prompted to enter in your information. Please note this information **must belong to the DSP solely** and not the information of the facility and/or administrators.
- After completing this process, your account is now active and you may now register for a class.

Q2. How do I reset my eDSPT account password?

A2. Please follow the steps below to reset your password:

- On the eDSPT login page <https://www.dsptrain.org/Account/Login>, the screen below will populate and then please click on **“Forgot your password?”**

eDSPT Home Contact Create Account Sign in

Log in.

Sign-in to your account.

Email

Password

The Password field is required.

Remember me

[Create Account](#)

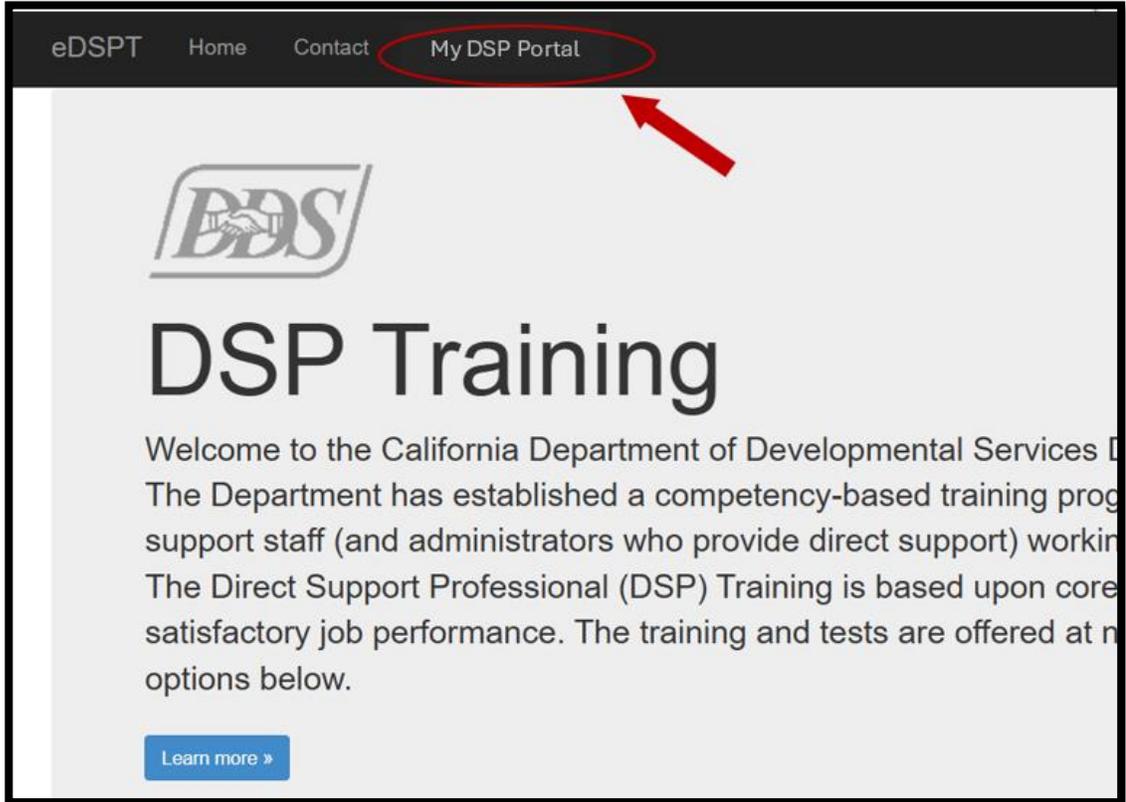
[Forgot your password?](#)

- You will then need to follow the prompts to reset your password.
- Once completed, return to the eDSPT login page at <https://www.dsptrain.org/Account/Login> and enter your email and new password.

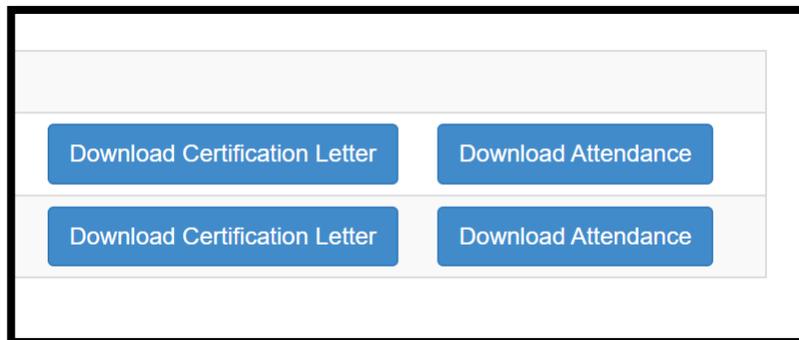
Q3. How can I get a copy of my training certificate or certification letter?

A3. Please follow the steps below to obtain a copy of your training certificate or certification letter.

- Visit the <https://www.dsptrain.org/Account/Login>, enter your email and password, and click the Log in button
- Once you've successfully signed in, locate and click the "My DSP Portal".



- Once in your portal you will see your enrollment history. Click on the blue button next to each completed course to download and print your certification letter.



Q4. I need my certificate for my employer; does the certification letter qualify as a certificate?

A4. Yes, the certification letter is the same as the certificate.

Q5. Where do I get a vendor number from so I can register for the DSPT 1 and 2 training?

A5. Please reach out your employer or administrator and ask them for their vendor number.

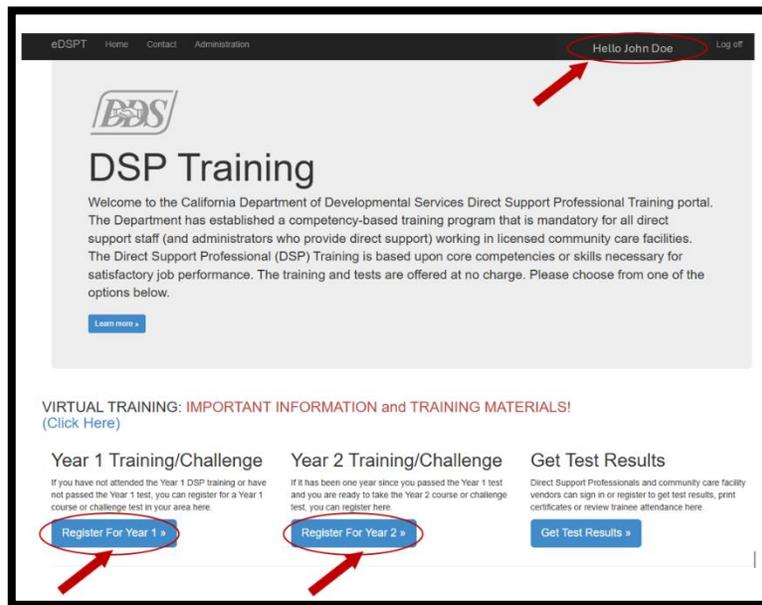
Q6. I opened up a new facility / I am a new vendor, how do I go about setting up my vendor number on the eDSPT system to allow my staff register for the DSPT 1 and 2 training?

A6. Please email the helpdesk at: cctdsp@dds.ca.gov to register your vendor number in the eDSPT system. You will need to provide a copy of the documentation given by your regional center that includes the vendor number, name of the facility, name of the licensee/administrator and contact information.

Q7. How do I register to a DSP Training Year 1 or Year 2 class?

A7. Sign in to your eDSPT account. You should see your name or email on the top right-hand portion of your screen if you are signed in.

- From here you will select the training you are looking to register for by selecting the blue button below: Register for Year 1 or Register for Year 2.



- The next screen that will appear will display all the available trainings for both in-person classes and virtual classes. *Please take caution to notice if the class is in-person or if it is virtual.*
- Click on the blue button to register for a class and follow the instructions. Please see below:

Virtual Training 68-(online only)
68 Virtual Training, Santa Ana, CA 92701

Type	Meeting Dates	Meeting Days	Meeting Time	Trainer	
DSP Year 2 Training	08/25/2025 - 08/30/2025	Mo, We, Th, Fr, Sa	09:00am - 04:30pm	Trainer Name	Registration Opens: 07/26/2025 at 8:00am
DSP Year 2 Training	07/21/2025 - 07/26/2025	Mo, We, Th, Fr, Sa	09:00am - 04:30pm	Trainer Name	Register
DSP Year 2 Training	07/25/2025 - 07/30/2025 07/31/2025 - 07/31/2025	Fr, Mo, Tu, We Thursday	09:00am - 05:30pm 09:00am - 12:00pm	Trainer Name	Register

- Once your registration is complete, you will receive further instructions directly from the trainer approximately 5 days before the training starts.

Q8. I registered for a class, now what do I do?

A8. Approximately, **5 days before the class is to begin**, the trainer of the class will email you a welcome letter and it will include a link to the zoom class where you will meet with your instructor and classmates each day. In the welcome letter there will also be links to download the materials needed for the course.

Q9. My vendor number keeps coming up as invalid, what do I do?

A9. This is likely because the vendor number has not yet been registered in our online system. Please notify your administrator/employer to email us at ccfdsp@dds.cca.gov so they can register the facility's vendor number in the system.

Q10. What if there is not a class that works with my schedule?

A10. Please continue to check the website frequently as schedules are updated often.

Q11. Am I eligible to take the Challenge Test?

A11. So long as this is your first attempt to meet either the Year 1 or Year 2 training Requirement, then yes you may register for the Challenge test. If you took the entire 35-hour training and did not pass, then you may not register for a Challenge Test. If you attempted the Challenge Test and were not successful then you will be required to enroll in the full 35-hour training course.

Q12. If I pass the Challenge test, do I still have to take the full 35-hour training?

A12. DSPs who are mandated to meet the training requirement, may opt to meet it by passing the Challenge Test for each 35-hour training program. Those who pass the Challenge Test for either segment will not be required to take that specific training segment.

Q13. Is this training offered in Spanish?

A13. Currently, the training is conducted in English only.

Q14. I didn't get a zoom link for the virtual class.

A14. The instructor will email you a welcome approximately **5 days** before the class begins and the zoom link will be included in the welcome email. If you did not receive the welcome letter, please check your spam/junk account. Should you need further assistance **please do not wait until the day of the training to seek help**, please email us at ccfdsp@dds.ca.gov for further assistance.