

## CEU Transcript Retrieval Instructions

Have you completed your evaluation? Looking for your CEUs?

CCAR does not administer CEUs through email. You will need to log into your Protraxx account to retrieve your CEU transcript.

Please carefully read all instructions step by step below.

### Step One:

ProTraxx - EzCatalog - Activity C | x

protraxx.com/scripts/ezcatalogmy/login.aspx?CustomerID=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

# CCAR

Center for Addiction Recovery Training

The Connecticut Community for Addiction Recovery (CCAR) envisions a world where the power, hope and healing of recovery from alcohol and other drug addiction is thoroughly understood and embraced.

CCAR is a centralized resource in CT for all things recovery. Whether you are contemplating a life in recovery, are new to recovery or are in long term recovery, CCAR is here to help you to navigate the recovery community, by connecting you with others in recovery and providing access to area support services.

Living in recovery from alcohol and other drugs is a never ending journey, and wherever you are in that journey, CCAR is here to help you meet your recovery goals.

### I know my Username and Password

Login here if:

- You are already registered (Created an account)
- You have taken a workshop with us before

Username:

Password:

[LOGIN](#)

Not sure, [click here](#)  
[Forgot your username/password?](#)

### New Users

You have not previously registered or created an account to obtain a user name and password

[REGISTER](#)

To begin, enter your username and password to log into your Protraxx account.

3:00 PM  
1/9/2020

## Step Two:

ProTraax - EcCatalog - Course Offerings

protraax.com/scripts/eccatalogny/ClassCatalog.aspx?CustomerID=245

Welcome Lila Frankovitch

Center for Addiction Recovery Training Public Catalog

Course Offerings **My Enrollments** User Information Reports Help Log Me Out

Quick Search

Date:  Title:  Keyword:

Audience:  Topic:

[Advanced Search](#)

Page: 1 of 18

No Associated Group

4164-Recovery Coach Academy

Activity Code: CART-20-100-017 Session Count: 5 Seats taken: 0 of 60 People on Waitlist: 0

Sub Title: 4164-RCA-MA

Target Audience: [Clinicians], [Community Members], [Family Members], [Friends/Allies], [Peer Specialists], [People in Recovery], [Recovery Coaches], [Recovery Peer Specialists], [Supervisors]

Description: The CCAR Recovery Coach Academy® is a 5-day intensive training academy focusing on providing individuals with the skills need to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs. Provided in a retreat like environment, the CCAR Recovery Coach Academy® prepares participants by helping them to actively listen, ask really good questions, and discover and manage their own stuff.

Schedules:

Date	Start Time	End Time	Location	Address	Room
12/16/2019	9:00AM	4:00PM	Vinlen Training Center	61 Inner Bell Road Boston, Massachusetts	
12/17/2019	9:00AM	4:00PM	Vinlen Training Center	61 Inner Bell Road Boston, Massachusetts	
12/18/2019	9:00AM	4:00PM	Vinlen Training Center	61 Inner Bell Road Boston, Massachusetts	
12/19/2019	9:00AM	4:00PM	Vinlen Training Center	61 Inner Bell Road Boston, Massachusetts	
12/20/2019	9:00AM	4:00PM	Vinlen Training Center	61 Inner Bell Road Boston, Massachusetts	

Activity Prerequisites:

Activity

No records to display.

4191 Ethical Considerations For Recovery Coaches - MD

3:35 PM 1/9/2020

### Step Three:

ProTraax - EcCatalog - Enrollment Management

protraax.com/scripts/eccatalogny/EnrollmentManagement.aspx?Page=My%20Enrollments&CustomerID=245

Welcome Lila Frankovitch

Center for Addiction Recovery Training Public Catalog

Enrollment Management

Start Date:  Activity Name:  Enrollment Status: All

Filter/Search

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	Award Amt	View Award	Start Date	Course Code	Enrollment Status	Status	Attendance Status	Price	Payment Method	Price
		Details	Clinton	CEUS AWARDED	34.0		07/15/2019	CART-20-102-001	APPROVED	OPEN	ATTENDED			

**Enrollment Status**

**Pending:**  
Enrollments received or entered by a person are considered pending until they are approved.

**Denied:**  
Enrollments that are not accepted are assigned Denied status.

**Approved:**  
Enrollments that are accepted are assigned approved status.

**Confirmed:**  
Enrollments that are accepted and have received a confirmation(email or paper) are assigned confirmed status.

**Waitlist:**  
Enrollments that are received after the maximum number of enrollments is reached are added to the Waitlist (if the activity has been assigned Allow Waitlist).

Under "My Enrollments" you will see each of the trainings that you have enrolled in, it will state your "Enrollment Status" and your "Attendance Status".  
To view, print, and save your CEU transcript, click on "View Award".  
**Please note: "Enrollment Status" must be "Approved" and "Attendance Status" must be "Attended" in order to receive the CEUs.**

3:37 PM 1/9/2020

Step Four:

The screenshot displays the ProTraxx software interface. The main window is titled "ProTraxx - Enrollment" and shows a user profile for Lila Frankovitch. The "Enrollment Management" section includes a table with columns for "Withdraw Enrollment", "Evaluation Form", "Class Details", "Activity", "Award Status", and "Award Amt". A red arrow points from the text "A new window will open, this is your transcript." to a smaller window titled "ProTraxx - Award".

**A new window will open, this is your transcript.**

**ProTraxx - Award**

**CCAR**  
Center for Addiction Recovery Training

**Center for Addiction Recovery Training**  
75 Charter Oak Ave  
Building 1, Suite 305  
Hartford, CT 06106

**CERTIFIES THAT**  
**Frankovitch, Lila**

**COMPLETED THE FOLLOWING ACTIVITY ON**  
Tuesday, July 16, 2019  
CART-20-102-001 Clinton  
my online description

**held at:**  
CART  
75 Charter Oak Ave  
Building 1- Suite 305  
Hartford, CT 06106

**and is Awarded:**  
30.0 CEU

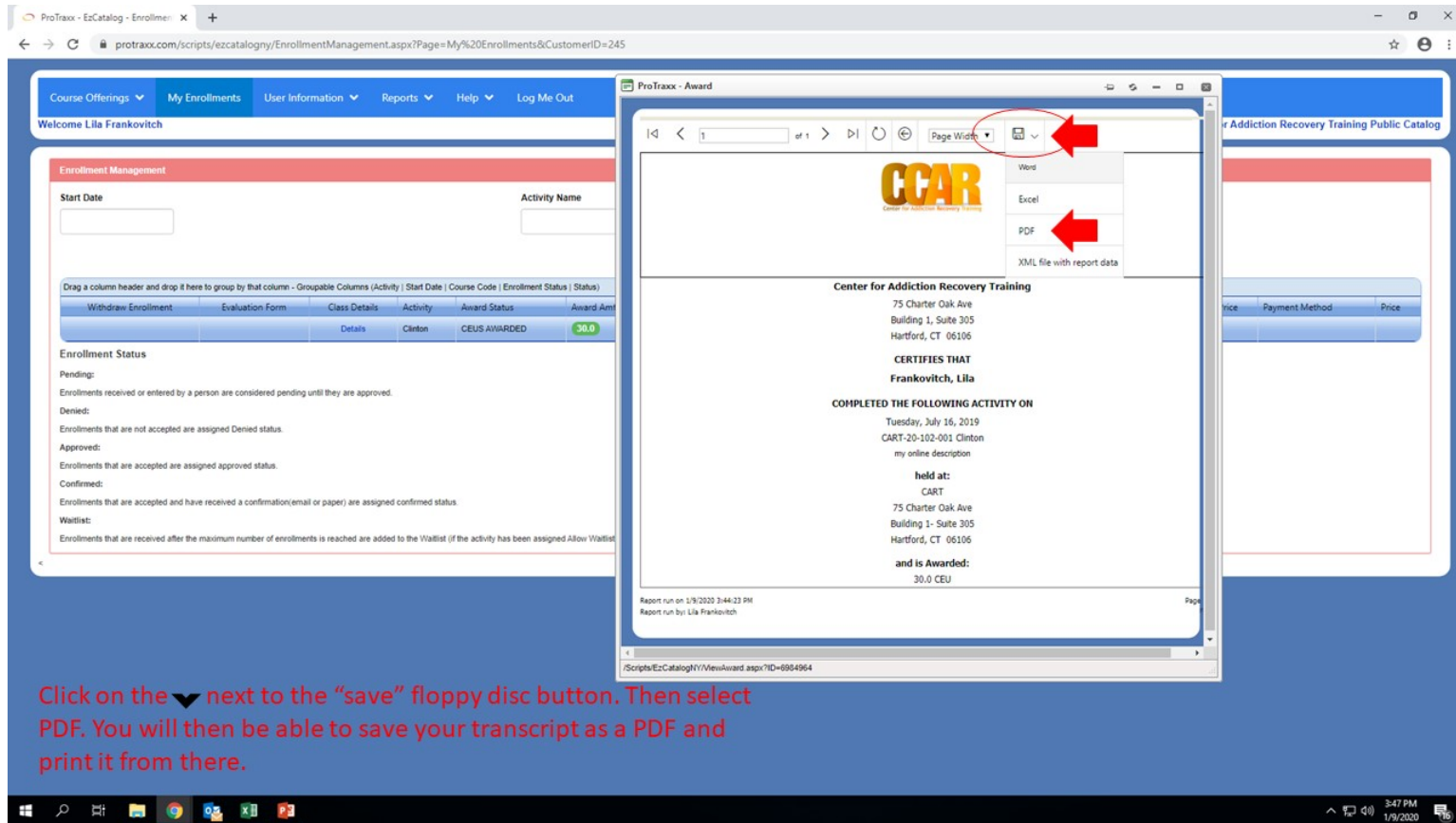
Report run on 1/9/2020 3:44:23 PM  
Report run by Lila Frankovitch

Page

:/Scripts/EzCatalogNY/ViewAward.aspx?ID=6954964

3:44 PM  
1/9/2020

## Step Five (Final Step):



The screenshot shows the ProTraxx Enrollment Management interface. The main window displays enrollment details for Lila Frankovitch, including a table with columns for Withdraw Enrollment, Evaluation Form, Class Details, Activity, Award Status, and Award Amt. The table shows a single row with 'Details', 'Clinton', 'CEUS AWARDED', and '30.0'. Below the table, there is an 'Enrollment Status' section with various status definitions.

An inset window titled 'ProTraxx - Award' is open, showing a transcript for the Center for Addiction Recovery Training. The transcript includes the following information:

- Center for Addiction Recovery Training
- 75 Charter Oak Ave
- Building 1, Suite 305
- Hartford, CT 06106
- CERTIFIES THAT
- Frankovitch, Lila**
- COMPLETED THE FOLLOWING ACTIVITY ON
- Tuesday, July 16, 2019
- CART-20-102-001 Clinton
- my online description
- held at:
- CART
- 75 Charter Oak Ave
- Building 1- Suite 305
- Hartford, CT 06106
- and is Awarded:
- 30.0 CEU

At the bottom of the inset window, it states: 'Report run on 1/9/2020 3:44:23 PM' and 'Report run by: Lila Frankovitch'.

Red arrows point to the 'save' floppy disc icon in the top right corner of the inset window, and the 'PDF' option in the dropdown menu that appears.

Click on the ▼ next to the “save” floppy disc button. Then select PDF. You will then be able to save your transcript as a PDF and print it from there.

If you have any problems and cannot complete this request, please reach out to [cart@ccar.us](mailto:cart@ccar.us). Please allow at least 48 hours for assistance.