



Steps to Register School-Based Teams Official Return to Learn Concussion Management Team (CMT) Training Course

STEP 1: One person from the school building (preferably the administrator) must go to:

- www.brainsteps.net
- Click on the appropriate state's orange button: "Concussion Management Team Registration"
- Enter the names of each individual team member who will be serving on the Concussion Management Team (CMT). Only add one name per line. Do not list multiple people in one slot.
- If a school building has more than one CMT, this form will need to be filled out separately for each team.
- Each separate school-based CMT must consist of at least 1 Academic Monitor and 1 Symptom Monitor per team (only 1 of each monitor per CMT). (i.e., If you have several Academic Monitors, they must be registered on separate CMTs).
- Team members will not be approved for the training course unless their name is on this CMT list.
- The CMT training course is intended to provide training and processes specific to CMT members so they understand how to monitor and academically support students following a concussion.
 - The course is not intended for district wide-in-services.
 - The course must be viewed individually. It can be viewed over multiple sessions.
 - There is no deadline to complete this training.

STEP 2: Next, each individual team member must register at concussions.brainsteps.net

to view the online 5.5 hour interactive *Official Return to Learn CMT Training Course*.

*Only school district email addresses will be approved.

STEP 3: Within a few days, the BrainSTEPS Program will cross-check each team member's name with the school provided list of CMT members from STEP 1.

- An automated email will be sent to each CMT member when their account has been approved (typically takes 48 hours).
- **IMPORTANT**-->An automated email will come from notifications@encour.se
***Please ensure this email address is unblocked from your district's firewall prior to registering or you will not receive the log-in notification email that contains the link.**