

Instructions to Completing Online Evaluator Refresher Course

The online training is available for up to one year after SAP expiration. After that time, your information will be deleted from the database, and you will need to reenter the program with an instructor led training.

Once you complete the modules and pass the exam, the system will automatically notify Cal OES SAP. Time frame for issuing you an updated SAP badge is 3-4 weeks from passing the final exam. If it has been 10 years since your original training date, we will reach out to you for an updated photo. If you wish to have your photo updated before 10 years, please email us at SAP@caloes.ca.gov with your request. If anything further is needed, we will notify you at the email address you provide in the new registration.

1. Go to <https://csti-ca.csod.com/default.aspx?c=caloes-recovery-sap>
2. Click on the yellow **Register** box and create a new account. You will need your SAP ID Number.
3. Register with an e-mail where we can send a callout message to you, bearing in mind a callout may not happen while you are at work. We do not recommend a work e-mail in the event you change jobs or retire.
4. Register with a mailing address where we can mail you your card.
5. When submitting the form, you will see a message telling you the registration is pending approval. Cal OES will receive an e-mail that you registered and approve you within 24 hours.
6. Once your account is approved, you need to request the SAP Online Evaluator Refresher Training.

(Look for the yellow SAP Training button and then click on the yellow box titled Online Evaluator Training).
7. Click on the Request button. It may take up to 24 hours for the request to be approved.
8. Click on **Open Curriculum**. There are 6 modules.
 - Each slide and each link in each module must be viewed before the module is considered complete.
 - Each module must be completed before moving on to the next. Knowledge checks inside the modules are not scored and only used for reference.
9. Once all modules are complete, you may then take the final exam. If you fail the exam, you must review all modules and retake the exam. You may take the exam up to three times before you need to wait a week before studying the modules again and then retaking the exam.