

**Materials/Equipment Needed: Computer & Printer access, driver’s license / state ID**

**Length of Test: Approximately 45 minutes (you must watch a presentation before taking the test)**

Go to: [www.occmha.org](http://www.occmha.org)

Go to “Recipient Rights” – located half way down on the left side of screen; click on it  
Click on “Training and Tests”

Click on “Recipient Rights Online Update Training – Power Point” (bottom/middle of screen)

\*\*The slide show will appear and should begin playing on its own (be patient slides can be a little slow); if not down in the lower left hand corner of the power point screen is a pause/play button click it to play

\*\*this is 46 slides long, no volume, and in the middle of it you need to watch a 10 minute video, when the video is complete the power point will continue

After the power point presentation it will direct you to click a link in order to begin the test – “Click on the link”

Click “Begin Test”

Type in: First name

Last name

Home address

City

Zip

“Continue The Test”

“Continue The Test”

Date of Birth

Driver’s License or State ID number

Core Provider – select “other service provider”

Name of agency – type in “Freedom Work Opp Inc”

Type in your email address

“Continue The Test”

“Continue The Test”

Answer 5 Questions – pg 1

Click on “Continue The Test”

Click on “Continue The Test”

Answer 5 Questions – pg 2

Click on “Continue The Test”

Click on “Continue The Test”

Answer 5 Questions – pg 3

Click on “Continue The Test”

Click on “Continue The Test”

Answer 5 Questions – pg 4

Click on “Continue The Test”

Click on “Continue The Test”

Answer 5 Questions – pg 5

Click on “Continue The Test”

Click on “Continue The Test”

Answer 5 Questions – pg 6

Click on "Continue The Test"

Click on "Continue The Test"

Answer 2 Questions – pg 7

Click on "Continue The Test"

Click on "End Test"

- When the certificate pops up, right click in the middle of or off to the side of the certificate and click "print"
  - wait for it to actual print before closing out of the program
  - if you have problems printing the certificate call me

Thank You!