

Instructions for Assigning staff to the Sacramento County BHS Cultural Humility Trainings for FY2025-26

1. Log into your Learning Cart account: <https://training.cibhs.org/MyAccount.aspx>
2. Go to the product page for your training: <https://training.cibhs.org/products/2025-26-Sacramento-County-BHS-Cultural-Competency-Trainings.aspx?>

SACRAMENTO COUNTY BHS

CULTURAL HUMILITY TRAINING I STRATEGIES FOR ADVANCING EQUITY FY 2025-2026

This advanced-level training enhances the ability of behavioral health professionals to recognize and address unconscious bias and systemic inequities that affect client care. Participants will strengthen their capacity to deliver culturally responsive services by examining the impact of bias in therapeutic settings, identifying power imbalances within systems, and applying practical strategies that promote equity.

Through instructor-led discussion, case-based examples, and self-reflection activities providers will learn to facilitate meaningful conversations about racism, mitigate bias in clinical interactions, and support inclusive practices at both individual and organizational levels. This session directly supports improved service to the public and advances the professional skills needed to provide equitable, client-centered behavioral health care.

Training Details

- **Date:** Thursday, July 24, 2025
- **Time:** 10 am to 12 pm
- **Format:** Virtual
- **Audience:** All Sacramento County BHS and contracted provider direct service staff who provide behavioral health services to Sacramento County consumers, their supervisors, and management are required to attend these trainings.

If required staff miss this training on July 24th, they will be required to watch the recording which will be available 2 weeks after the training takes place.

Learning Objectives



Additional Information	
Sac BHS Cultural Humility 2025-26 Letter	View File
Sac BHS Cultural Humility 2025-26 Flyer	View File

Cultural Competency Trainings 2025/26 \$0.00

Seats [Add to Cart](#)

To add codes to your account, put the number of seats you require, then click "Add to Cart". You will assign codes to yourself or your staff in your account in the tab "Registration Codes".

There is no cost for this training for Sacramento County staff and contracted providers.

These programs are funded by the Division of Behavioral Health Services



3. Here you will select the number of "seats" or registration codes you would like to order, then hit **Add to Cart**.





- This will take you to your Shopping Cart.
- If you just selected, 1 “seat” you will have the option to register yourself or assign access later. If NOT for you, then be sure to select **Assign Access Later** from the drop-down arrow next to **Registering Myself**, or the seat will automatically be assigned to you and you will have to do the process over again.

SHOPPING CART

Item Description	Quantity/Seats	Amount	Sub Total	Remove
2025, July 24: Strategies for Advancing Equity - Cultural Competency Trainings 2025/26	1	\$0.00	\$0.00	<input type="checkbox"/>
	Registering Myself			

[Update](#) [Next](#)

- In your Shopping Cart, you will have the option to update the number of seats. If you change the number, click **Update** before hitting **Next**.

SHOPPING CART

Item Description	Quantity/Seats	Amount	Sub Total	Remove
2025, July 24: Strategies for Advancing Equity - Cultural Competency Trainings 2025/26	10	\$0.00	\$0.00	<input type="checkbox"/>

[Update](#) [Next](#)

- You may be asked to confirm your User Profile. Please do if asked, then hit **Submit**.
- Your Order Confirmation will show with a link to access your codes.

ORDER CONFIRMED

Your order has been processed. Your order number is: 3053

[Click here](#) to view a printable invoice of this order.

Your order included access to registration codes. These registration codes can be used to grant users access to the resources you purchased.

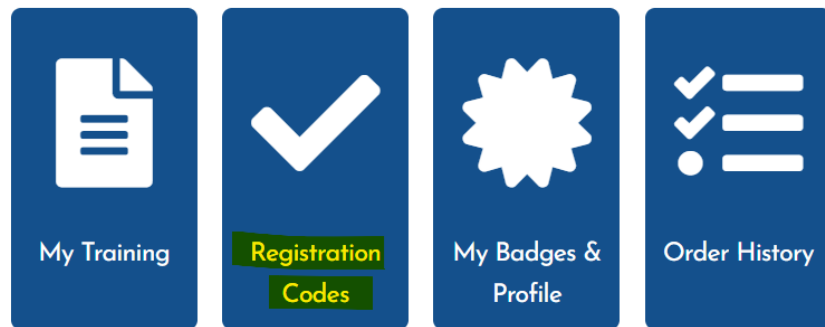
- To view these registration codes in the future click the "My Home Page" link (login if prompted) and then click on "Registration Codes."
- To view your registration codes at this time [click here](#).
- If you would like to automatically apply one of these registration codes to your account [click here](#).

To Access your codes:

- You can also find your **Registration Codes** in your Account. Your account buttons may be ordered differently but, if you have Registration Codes to assign, you will have a Registration Code button.

You are part of the Sacramento County BHS Cultural Competency Training Series.

If you have any questions, please contact klawrence@cibhs.org.



- After selecting the **Registration Code** button you will get to the page with all Registration Codes you have ordered. Be sure to select the correct assigned training, **2025, July 24: Strategies for Advancing Equity**. Select **Details**.

Please note: the other trainings from the previous years are no longer available. (These will be available again to review later this month).

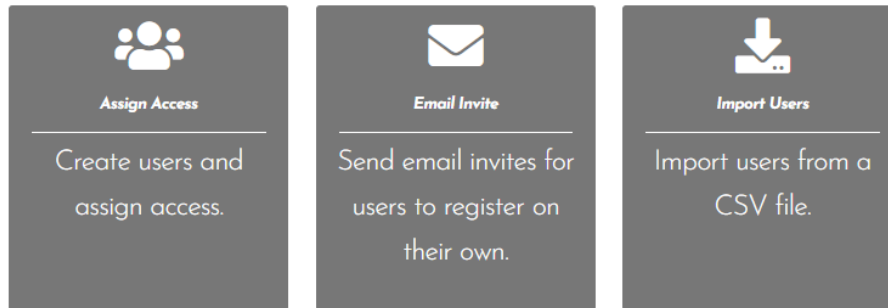
Below are orders in which you have registration codes.

Pending Invites

Completed Registrations

Order ID	Order Date	Products	Total Remaining Codes	Total Used Codes	
3053	7/9/2025	2025, July 24: Strategies for Advancing Equity -- Cultural Competency Trainings 2025/26	10	0	Details
1037	2/22/2024	2023-2025, Sacramento County BHS Cultural Competency Trainings -- Cultural Competency Trainings 2024	999	1	Details
1032	2/16/2024	2023-2025, Sacramento County BHS Cultural Competency Trainings -- Cultural Competency Trainings 2024	20	0	Details

11. Select the method you would like to assign your codes.



12. **Create Users Profiles:** Here you will enter the recipient's email, First Name and Last Name. Highlighted below in yellow. The Password field is optional, and if left blank, will generate a random password for the learner. You can manually enter multiple learners and then click 'Submit'.

If you have assigned access before, those users will be listed in your existing users. They will appear where it is highlighted green. To assign access to an existing user, click the checkbox next to the name of the user you would like to assign access and then click 'Submit'.

Your staff will receive an email with account login details and the assigned training information will be immediately available in their account. Please note this creates an account for your user, if you try and add someone who already has an account, you will be redirected.

Assign Access

Please enter the email, first name, and last name of the user you would like to grant access to this training.

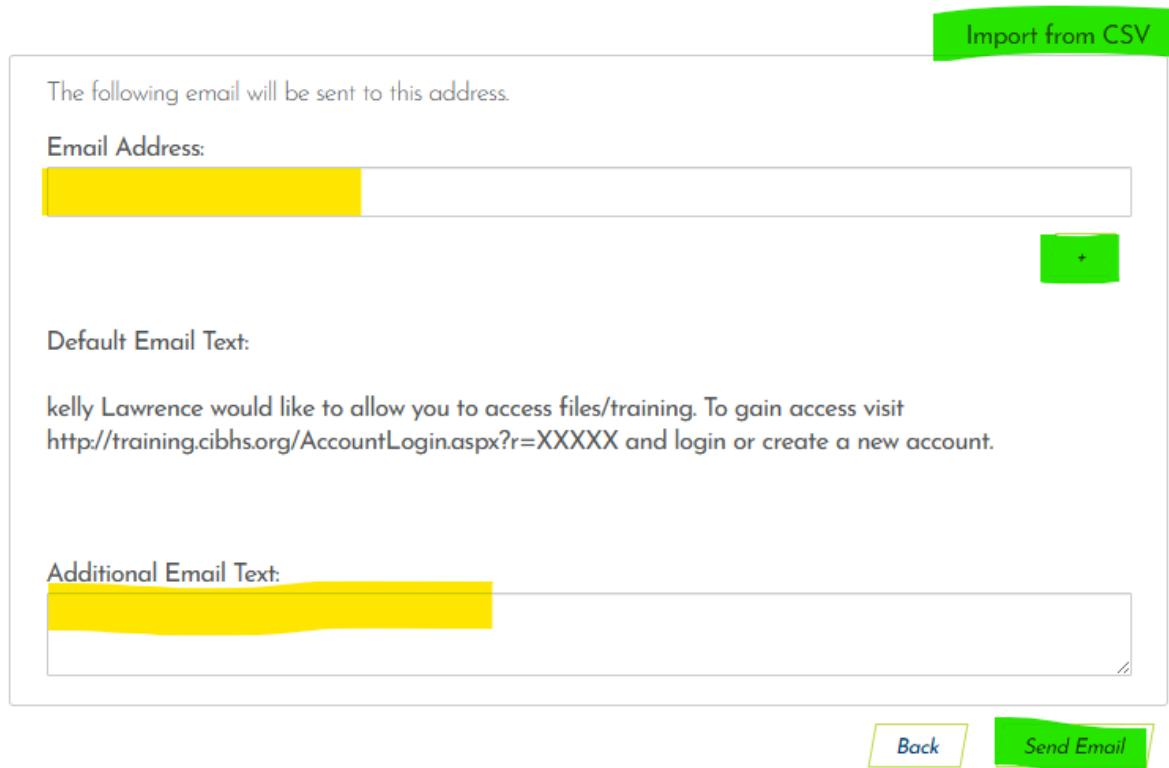
Email: klawrence@cibhs.org	Password:	First Name: [Redacted]	Last Name: [Redacted]
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Below are existing users. Check any users you would like to assign access, and hit the submit button when done.

You do not have any existing users to assign registration codes.

13. **Email Invites:** This sends an email to your staff, allowing them to create an account themselves and register for the training. You will have the option to add additional email text to the default email being sent. If you would like to send multiple registration emails click the “+” sign or for a bulk list of email addresses, click ‘Import from CSV’ where you will be able to upload a csv file of email addresses. Once recipients receive the email, **they will need to click the invitation link they receive in their email and set up their account before the registration code is marked as complete.** After they have set up their account, or logged in, the assigned training will show in the learner’s account and the registration code will be considered taken.

Email Invite



The following email will be sent to this address.

Email Address:
[Redacted]

+

Default Email Text:
kelly Lawrence would like to allow you to access files/training. To gain access visit <http://training.cibhs.org/AccountLogin.aspx?r=XXXXX> and login or create a new account.

Additional Email Text:
[Redacted]

Import from CSV

Back Send Email

14. You can check on completion of your codes in the details section of the Registration Codes button that lists the **Pending Invites** and **Completed Registrations**. See image in instruction step #10.