VIRTUAL CAMPUS FOR PUBLIC HEALTH (VCPH)

Short tutorial with instructions on how to apply for participation in VCPH courses with tutors

Tutored courses promote learning and collaboration among all participants. Generally, these courses require specific time commitments (usually 8 to 10 hours per week) to complete the activities (readings, assignments, forums, etc.).

Information about these courses with tutors is published in the VCPH Portal, in the Campus social networks (Facebook, Twitter) and through PAHO country offices, including the deadlines to submit online applications for each course.

The selection process is guided by PAHO’s technical cooperation criteria and the participant profile that has been determined for the course. Course coordinators make efforts to ensure participation by all eligible countries.

In the following slides we will explain how to complete your application.

If you have any questions, please contact us through the Campus Help Desk.
ACCOUNT CREATION

If you don't have a user account, you must create one by clicking on the "Create Account" link in the VCPH website (https://www.campusvirtualsp.org/en). Then, complete the form with your personal information. Follow the instructions in your e-mail to complete the process. You must remember the username and password you choose, because you will need that information afterwards to access the courses.
USER LOGIN

Once you have created your account, you can login to access information on VCPH courses and the application form for available courses.
“CALL FOR APPLICATIONS” COURSES

On the Portal homepage, you can see the different course categories: "Call for applications", "Self-learning", "Upcoming", "Open courses" and "Courses with tutoring". Click on the “Call for applications” image.
LIST OF COURSES

After you click on the "Call for applications" image, you will find the list of courses with tutors that are currently accepting application forms. If you are interested in any of these courses and meet the requirements, you may apply.

Click on the name or image to read information about that course (objectives, contents, start and end dates of the course, requirements, coordinators, deadline to submit applications and course brochure).

Call for applications courses

These are courses with tutors. Right now the course is on call and you can apply for a seat. The allocation of seats is carried out under the criteria of technical cooperation of PAHO and profile requirements for each course. We try to guarantee places for all countries.

Integration of Mental Health into Primary Care (2015)
Call for applications
6 August, 2015 - 10 December, 2015

Call for applications
16 March, 2015 - 7 June, 2015
LINK TO APPLICATION FORM IN COURSE INFORMATION PAGE

You will find a link to the application form at the top of the page.


Application form

The UN High level meeting on NCDs in NY in 2011, Regional Strategy for Prevention and control of NCDs 2012 and Plan of Action for NCDs 2013-2019 bring capacity building for NCD prevention and control as prominent on the global and regional agenda. This will be the second time that the course is offered through a virtual campus. There is a vast experience in capacity building through “face to face” courses in the Americas through the CARMEN school.

The course “How to effectively address Non communicable diseases in 21st century” is targeted to Caribbean NCD country managers and managers in related areas: Health promotion, NCD Epidemiology, diabetes, CVD or cancer program managers.

The participants will develop a thorough understanding of a comprehensive approach to addressing the health problem of Chronic Non Communicable Diseases.

MAIN TOPICS
- Evidence Based Public Health
- Policy Analysis
- Non communicable Disease Surveillance
- Social Marketing In Public Health
- Evidence Based Management

COURSE OBJECTIVES
- To position the prevention and control of NCDs in the actual global, regional and national context
- To understand the decision-making and action-taking process in Evidence Based Public Health.
- To become familiar with successful surveillance systems and methodologies in the Americas.
OPEN APPLICATION FORM THROUGH THE USERS PANEL

Another way to access the application form, is to click on the "USERS PANEL" link that appears in the Portal main page, once you are logged-in.
OPEN APPLICATION FORM THROUGH THE USERS PANEL - APPLICATION FORM LINK

In the "Users panel", click on the “Application form” link.
APPLICATION FORM

The application form must be filled only by the person applying to the course. This is the main instrument used for the Course Coordinators to select participants. It is very important that you fully complete the application giving complete answers that demonstrate your interest and ability to be a participant of the course.

Create Call Application Form

**APPLY FOR A COURSE**

Select the course that you want to participate. If the course is not on the list, it is because the application period has not started or already finished.

Course name *


**PERSONAL INFORMATION**

Full name *

John Smith

Country *

Jamaica
APPLICATION FORM

Incomplete applications, or those that do not provide adequate responses to the questions, will not be considered. You must complete all the information requested on the form and then click "Save" at the bottom. You will receive a confirmation email once your application has been received.
COMMITMENT LETTER

The commitment letter is required to participate in courses with tutors. The template (available for download in the application form) must be printed, signed, including the signature and seal of the institution where you work. Then it must be scanned and attached to the application form. You can either upload it when filling your application form or after you receive confirmation that you were selected. However, you must upload the letter before beginning the course.

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PERSONAL AND INSTITUTIONAL COMMITMENT LETTER OF PARTICIPANTS FOR VCPH VIRTUAL COURSES WITH TUTORS

Dear Participant,

Welcome to the virtual courses offered by the Pan American Health Organisation (PAHO/WHO) through the Virtual Campus for Public Health (VCPH). We appreciate your interest of participating in our courses.

In order to participate in this course, it’s necessary for you to have institutional support due to the relationship between the course contents and your responsibilities in your country. The institution should provide you necessary resources (availability of time, reproduction of materials, internet access, etc.) since they will benefit from your participation.

The Virtual Campus for Public Health selects a limited number of course participants through the PAHO/WHO offices in each country. We wish to emphasize the commitment that you assume with your institution, your country, and your PAHO / WHO office to meet the course requirements, participating in and completing all the course and also having the commitment to implement and disseminate the topics learned in your work area.

The courses are developed under a virtual learning mode centered on the reflection of each participant’s own practice and are not self-learning or self-paced. It is required to have the availability and a demonstrated commitment to devote between eight to ten (8-10) hours per week of work for the different synchronous and asynchronous activities of the course, while meeting the deadlines defined in the schedule of the course.

In addition, participation in the course involves committing to:
Course coordinators and PAHO country offices will begin the selection process. If you are selected to participate, you will receive a Welcome e-mail with instructions on how to enter the course in the Virtual Classroom and complete your enrollment.

Dear participant,

We are pleased to inform you that you have been selected to participate in the Virtual Course "Healthcare Technology Planning & Management (2015)". Congratulations and welcome!

To formalize the acceptance, you must complete the following steps no later than September 9, 2015.

Read the following instructions carefully and if you have any difficulties, contact us through the Virtual Campus Help Desk.

To enter the course, follow these steps:

1. Go to the Virtual Classroom homepage: http://cursos.campusvirtualsp.org/?lang=en
2. Click on the link to “Log in” at the left.
3. Enter the username and password you used to apply for the course. If you have forgotten your password, go to this link: http://www.campusvirtualsp.org/?q=en/user/password
4. Click on the image to “Courses with tutoring”.
5. Look for the course in the list (Healthcare Technology Planning & Management). You can also use the direct link to the course: http://cursos.campusvirtualsp.org/course/view.php?id=19
FOLLOW-UP OF YOUR APPLICATIONS

In the “Users panel” you can track your application by clicking on the "Application Follow-Up" link. You will see all your submitted forms. Click on "Edit” if you want to make changes in the application form.
FOLLOW-UP OF YOUR APPLICATIONS

If you were not able to upload your commitment letter when you submitted your application form, you can also use the “Application follow-up” link in the “Users panel” to complete this requirement.

After opening your form, look for the field to upload your commitment letter. Press the “Select file” button to search for the file in your computer folders and upload the scanned letter.
IMPORTANT NOTE ABOUT APPLICATION FORMS

Remember:

• Do not allow anyone else fill the application form for you.

• Make sure you select the correct course you wish to apply for.

• Write your full name, as indicated.

• Use the same email that you used to create the account on the VCPH.

• Do not fill out duplicate forms.

• Remember to fill out the required fields on the commitment letter. Do not leave any spaces in blank. Sign the letter, obtain signature of your supervisor and seal of your work institution.
If you need assistance, please go to the Campus Help Desk:

https://ayuda.campusvirtualsp.org/?q=en

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