

# WA CAP Application Sandbox

## CPA RL Portal Application Sandbox Access Instructions

Note: This portal access is for CPA RL applications for practice purposes only. It is a test environment to try different things. Don't worry about messing anything up. Feel free to complete as much or little as you want. The intent is to allow you to explore and get a feel for what the portal will look like for applicants. It may help you develop more questions or make you feel a little more grounded. If you accidentally log out or want to work later you can always log in again at: <https://demo.binti.com/users/login>.

### 1. Copy and paste the following link into CHROME:

<https://demo.binti.com/users/signup/washington-state-initial-cpa-example>

**Note: Please use your real email address for your "middle name". We will forward emails generated by this application in WA CAP to your real email.**

### 2. Fill in name.

**First name:** Any name you want.

**Middle name:** Put your work email address – this will help us forward emails generated by the system to you for the demo. (If more than 20 characters please put CPA and first name)

**Last name:** Any name you want

### 3. Fill in fake email address, password and click "sign up".

**For fake Email address, please use:** "Watesters+first name & CPA name @binti.com"

**UserName Example for Rosa Gonzalez working for Amara:**

Watesters+RosaAmara@binti.com

**RL staff use:** "Watesters+first initial & last name @binti.com"

**UserName Example for Rosa Gonzalez:**

Watesters+RGonzalez@binti.com

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## WA DCYF CPA

Sign up to access the online forms and get started

First Name *	Middle Name
<input type="text" value="Rosa"/>	<input type="text" value="rgonzalez@amara.com"/>
Last Name *	Suffix (e.g. Jr, Sr)
<input type="text" value="Gonzalez"/>	<input type="text"/>

Create a login so you can easily access your information. We will not use your information for marketing purposes.

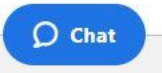
Email address \*

Choose Password \*

Confirm Password \*

[Sign Up](#)

[Log in](#) | [Sign in with agency SSO](#)



4. Fill in any phone number (it will not be used), click single or two applicants, select an option for “how did you learn about our agency?” and click “Let’s Get Started”.

**Note: If you select two applicants it will require you to fill out the application documents for both applicants. This will double your work to complete.**

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# Welcome, Rosa rgonzalez@amara.com Gonzalez!

What is your phone number?

Are you making an inquiry as a single applicant or two applicants?

- Single applicant
- Two applicants

How did you learn about our agency?

Let's Get Started

## 5. Complete ethnicity page.

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## Ethnicity

Some youth have preferences to be placed with families of the same ethnicity. This information allows us to support youth with those preferences.

Please select all that apply for Rosa.rgonzalez@amara.com Gonzalez:

Ethnicity\*

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latinx
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- White or Caucasian
- Not Listed Above

Decline to state  
 Unable to determine

Are you an enrolled member of a Federally Recognized Tribe?\*

- Yes
- No

Primary Language

Additional Languages

*Please only list languages with which you would feel comfortable communicating with a child placed in your home.*

**Submit**

**Chat**

### 6. Read page and explore links. Click “Next: Orientation” when finished.

## WA DCYF CPA Example Portal



### WELCOME PROSPECTIVE CAREGIVERS!

We help hopeful foster families navigate the licensing process, train them to do excellent foster care, facilitate placement of children who fit their family, and support them while they change lives. It's a beautiful process, and we're honored to be part of it. Use this online portal to begin your journey and application requirements.

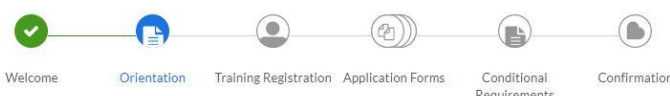
If at any time, you have questions about the application process, please contact the Alliance for Child Welfare at [alliancecares@uw.edu](mailto:alliancecares@uw.edu) or call (206) 221-4913. If you have a technical issue, please click the chat function below and speak to a live Binti professional.

**Next: Orientation**

## 7. Enter passcode: cpa4kids and then click “Next: Training Registration”

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Welcome   Orientation   Training Registration   Application Forms   Conditional Requirements   Confirmation

### Orientation

(SAMPLE) As the first step in your journey toward caring for foster youth, please join us for an Orientation Meeting. These meetings are held the 3rd Tuesday each month at 6pm. Email or call to RSVP [email link] or 111-222-3333. Following Orientation, you will be provided with a passcode so that you can access required online forms.

**\*\*If you host orientation or agency information on a website (such as youtube), or on PowerPoint slides, those links can be provided here.\*\***

Please enter the passcode below to continue

[Next: Training Registration](#)

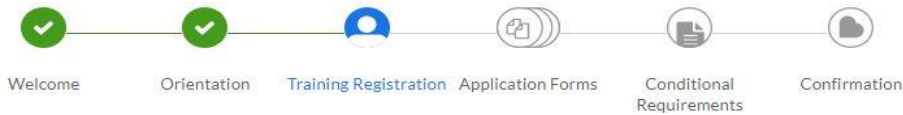
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## 8. Explore links, then click on “Next: Application Forms”

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Please take this opportunity to register for training. These self-paced classes will provide valuable insight into the experiences that are unique to caring for children in out-of-home care. You may refer back to this section as you continue to work on your application.

Step 1: Please create an account or log in to [The Alliance for Professional Development, Training, and Caregiver Excellence \(The Alliance\)](#) for training registration.

Step 2: After creating your login, register for Caregiver Core Training ([online](#)) ([classroom](#)).

Step 3: If not currently certified in age-appropriate CPR, First Aid, and Bloodborne Pathogens, please search [courses through The Alliance](#) to locate and register for the appropriate training (current and active medical licenses or certificates may satisfy this requirement).

Once you have registered, please move to the next screen and begin working on your foster parent application and forms!

[Next: Application Forms](#)

**9. Click on the various “Forms” and “Supporting Documents” to explore and complete. You do not have to complete all sections. You can click “Fill w/sample data” to have pretend information filled in. You may also fill in a fake number for the Background “Online Confirmation Code”.**

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# Application Forms

Forms	Progress
Authorization and Consent to Share Records (CPA Home) (DCYF 15-824A)	<input type="radio"/> > Fill w/ sample data
Home Study or Reassessment Application (DCYF 10-354)	<input type="radio"/> > Fill w/ sample data
Background Confirmation and Out of State Check (DCYF 15-460)	<input type="radio"/> > Fill w/ sample data

10. Fill in Adults in home and children in home. If you add adults in the home and want to see the email that adults will see, use the username you created for your original log in and add “adult1” and “adult2” to the end of the username.

## Adult Email Examples for Rosa Gonzalez:

Watesters+RosaAmaraadult1@binti.com

Watesters+RosaAmaraadult2@binti.com

11. Fill in “references”. If you want to see the email that references will see, use the username you created for your original log in and add “ref1” and “ref2” to the end of the username.

## Reference Email Example for Rosa Gonzalez:

Watesters+RosaAmararef1@binti.com


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## Watesters+RosaAmararef2@binti.com

References for Rosa rgonzalez@amara.com Gonzalez

Please list the names, emails and phone numbers of two people that have known you for at least 2 years and can serve as references. Only one of your references can be a family member. Other references can be friends, neighbors, employers, co-workers, landlords, clergy, etc. Please inform your references they will be getting an email from "Binti & WA CPA" with a link to fill out the reference form.

0 of 2 requests sent

	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	
	<input type="text" value="Suffix (e.g. Jr, Sr)"/>	<input type="text" value="Email address"/>	<input type="text" value="Phone number"/>	<input type="button" value="Send Request"/>

<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	
<input type="text" value="Suffix (e.g. Jr, Sr)"/>	<input type="text" value="Email address"/>	<input type="text" value="Phone number"/>	<input type="button" value="Send Request"/>

12. To proceed to the “Conditional Requirements” all items must be completed including the references and adults in home. After completing step 10 and 11, wait for an email to be forwarded from WA CAP team. To view and complete each reference form or adult email you will need to sign out of WA CAP

\*  
\_.

To sign out, click the tiny triangle to the left of your name. \*If you don't sign out, it will keep taking you back to the application instead of the reference or adult form we want to complete.

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▲ Rosa.rgonzalez@amara.com Go...

[Communication Preferences](#)

[Personal Information](#)

[Sign Out](#)

## Application Forms

Hi there! In order to continue to the next step, we need

### 13. Fill out the reference form from WA CAP in your email box.

Hi Michelle Obama,

Rosa [rgonzalez@amara.com](mailto:rgonzalez@amara.com) Gonzalez has requested your help in becoming a caregiver for a child in need with WA Contractor by being a reference.

You can fill out this form online in the Binti portal by clicking below. This typically takes about 15 minutes.

[Get Started](#)

Sincerely,

Binti, in support of WA Contractor

If you have technical support questions, please reply to this email or visit our [Help Center](#). If you want to reach out to your agency, WA Contractor, please reach out to one of the following workers.

Foster Care Administrative Support,  
[dcyf.fostercarelicensingadminsupport@dcyf.wa.gov](mailto:dcyf.fostercarelicensingadminsupport@dcyf.wa.gov)

### 14. Once reference is completed, log out of the first reference and repeat the process for the second reference email from the WA CAP team. Once both are completed, log out as a reference.

### 15. Log back into Binti in Chrome as an applicant at:

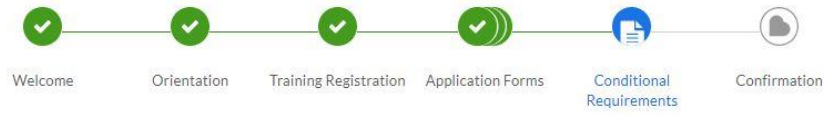
<https://demo.binti.com/users/login>

### 16. View and complete the “Conditional Requirements” page. At this point in the application a licensing worker will have been assigned and some requirements will not be needed. You may click “Next: Confirmation” to see the final screen after completing any needed “forms”.

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## Conditional Requirements

Only complete these steps if requested by your assigned worker. If you need additional support or have questions, you can find your worker's contact information by clicking on "Need Help?" in the corner of the page.