**INSTRUCTIONS FOR ONLINE TRAININGS**

1. Google [www.dwctraining.com](http://www.dwctraining.com). Choose Detroit Wayne Connect
2. Hover over head and shoulders icon on upper right to Register
3. Choose, “Not a member? Join now” Enter log in information and write it down somewhere to save it.
4. Enter the county in which you will be working. Choose Oakland or Wayne
5. Select Pro Care Unlimited as the organization. Choose the Telegraph Rd address. This will allow us to access your training records.
6. Select Direct Care/Community Health Worker
7. For Service Type- Select Community Living Support/Respite Care Services
8. For Population Group select I/DD Adult, I/DD Child, MI Adult, MI Child
9. For Primary Population select I/DD Adult
10. Enter any Professional license numbers you have, if not, skip to NEXT
11. Please review and accept the terms of use and save profile.

**List of required trainings:**

1. Recipient Rights (Annual)- Due 1 year after completing New Hire Recipient Rights Training
2. *Universal Precautions/Infection Control*
3. Medicare Fraud and Abuse
4. *Cultural Competence*
5. Person Center Planning for Direct Care Workers
6. HIPAA Basics
7. *Limited English Proficiency*
8. *Emergency Preparedness*
9. Grievances, Appeals and State Fair Hearings
10. Recovery- Enhancing Environment (**under supplementary courses**) (**all audiences**)
11. Abuse and Neglect
12. Anti-Harassment for Employees
13. Medicare and Medicaid General Compliance Training
14. *Human Sex Trafficking*
15. Person Centered Planning with Children, Adults and Families