

- **INSTRUCTIONS FOR DWC ONLINE TRAININGS** -

1. Google [www.dwctraining.com](http://www.dwctraining.com).
2. Click on the Sign-up option. (Located underneath the login)
3. Please review and accept the terms of use and save profile.
4. On the 'My Compliance' page click on My Employers, enter Wayne County.
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 and save your changes.
7. **\*\*Optional\*\*** You may add professional license numbers or certificates if you have them, via the 'My Compliance' page.

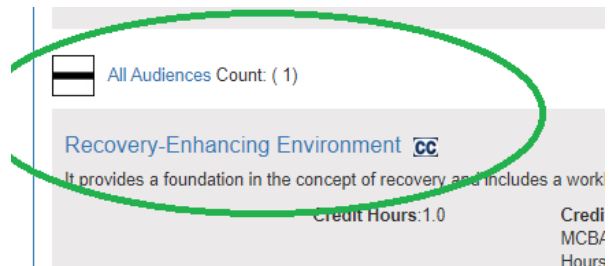
**List of required trainings:**

1. Recipient Rights (Annual)- Due 1 year after completing New Hire Recipient Rights Training
2. Medicare Fraud and Abuse- (Annual)
3. Person Centered Planning for Direct Care Workers- (Top Course/Annual)
4. HIPAA Basics- (Annual)
5. Medicare and Medicaid General Compliance Training- (Annual)
6. Grievances, Appeals and State Fair Hearings- (Biannual)
7. Abuse and Neglect- (Biannual)
8. Anti-Harassment for Employees- (Top Course/Biannual)
9. Recovery- Enhancing Environment (**search for recovery on the training tab, it will be the third option/one time training**)

Keyword  ←

Speaker/Presenter

Credit Type  Credit Hours



1. *Cultural Competence- (Annual)*
2. *Universal Precautions/Infection Control (Biannual)*
3. *Emergency Preparedness (Biannual)*
4. *Human Sex Trafficking (Biannual)*
5. *Limited English Proficiency (Triannual)*

These 5 trainings are completed during orientation. They will need to be completed online thereafter upon expiration.