

END USER GUIDE: TRAINING MODULE

The Training Module was designed to help employers track their certification requirements and the status of their employee's compliance with those requirements. Now let's learn how to use the Training Module and all it has to offer.

[View Profile Certifications](#)

A profile certification is a requirement that you have completed. This might be HIPAA acknowledgement or CPR training, for example. Once you have completed a requirement, your supervisor or another administrative staff will add the certification for you.

To view your Profile Certifications:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Click Profile Certifications on the side bar
3. Your Profile Certifications will appear on the next screen

You can use the filters at the top to search for specific certifications, dates, and statuses.

[Expiring Certifications](#)

To view your Expiring Certifications:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. On the homepage (Home → Dashboard) underneath the Overtime Gauge and the Total Hours widgets, you will see your Expiring Certifications.
3. Please note the Certification Expiration Date column
 - a. Do not let these certifications lapse otherwise you will not be able to work

You will also receive message notifications intermittently reminding you that your certifications are expiring. These are set by your supervisor, as they will be monitoring your Profile Certifications to ensure you are able to be scheduled for work.

[Online Training](#)

You have two options to complete your trainings.

Option 1:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. On the homepage (Home → Dashboard) underneath the Overtime Gauge and the Total Hours widgets, you will see your Expiring Certifications.
3. Click the link under the header 'Link to Certification Course'. This will open a new window with the Training Player.
4. Please watch the video and take notes as there will be a test at the end.

Option 2:

1. Login to a profile with the appropriate role and/or permission via the DCI website

1. On the homepage (Home → Dashboard) underneath the Expiring Certifications, you will see 'Online Training'
2. In the search bar, enter the criteria to search for the certifications you wish to renew
3. Click anywhere in the line to open the online training. This will open a new window with the Training Player.
4. Please watch the video and take notes as there will be a test at the end.

Once certifications are completed via the Training Player, the system automatically creates the profile certification and adds the certification documentation PDF certificate to the profile certification.