



National Respite Care Provider Training

STEP-BY-STEP PROCESS TO BEGIN THE RESPITE CARE PROVIDER TRAINING COURSE

Step 1: Create an Account

- Go to freetrainings.net and sign up by creating an account.
- You may be asked to confirm your email address with a verification code. If you do not see the verification email, check your spam/junk folder.

Step 2: Complete Course 100

- When you log in, you will see Course 100. Complete Course 100 and then check your email for next steps.
- Some states offer the course in English and Spanish. If you see both, please take Course 100 in your language of choice and the remaining courses will be in that language.

Step 3: Complete Your Profile

- After completing Course 100, you will be prompted to complete your profile.
- If you do not see the email, check your spam/junk folder first.
- If you still do not see this email, complete your profile by clicking [this link](#).

Step 4: Complete Pre-Course Survey

- After completing Course 100 and your profile, you will receive an email to take a pre-course survey. You must take the survey for Course 101 to load.
- If you do not see the email, check your spam/junk folder first.
- If you still do not see this email, complete the survey by clicking [this link](#).

Step 5: Receive Course 101 Link

- Once you complete the pre-course survey, you will receive an email with a link to Course 101.
- After completing each course, the next course should load under the “My Courses” tab as well.

Step 6: Complete Course 110 and Final Test

- At the end of Course 110, you must take a test.
- You must score **100%** to pass, but you can retake it as often as needed.

Step 7: Complete the Post-Course Survey

- After passing the test, you will receive another email with a post-course survey.
- You must complete this survey to receive your training certificate.

Step 8: Receive Your Training Certificate

- Once the post-course survey is completed, your training certificate will be emailed to you.

Need Help?

- If you have any questions, email info@respitecarewi.org.

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