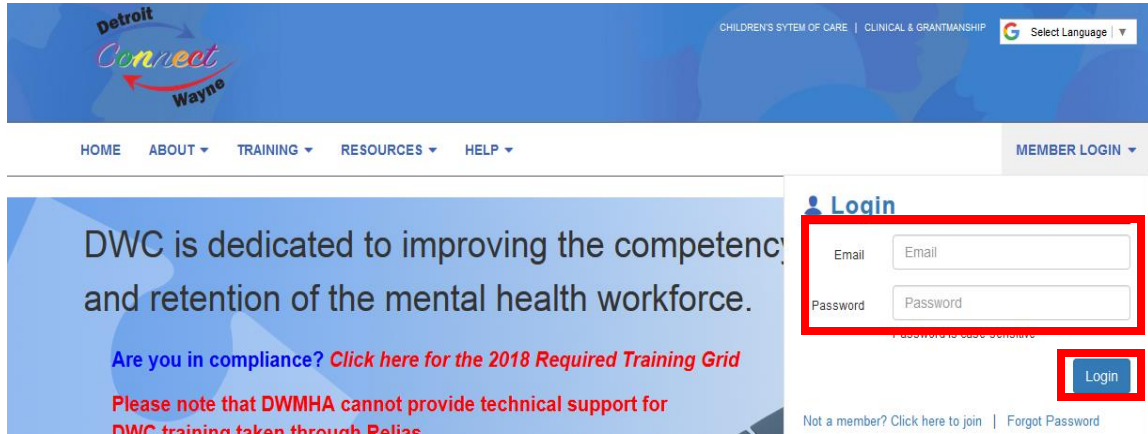
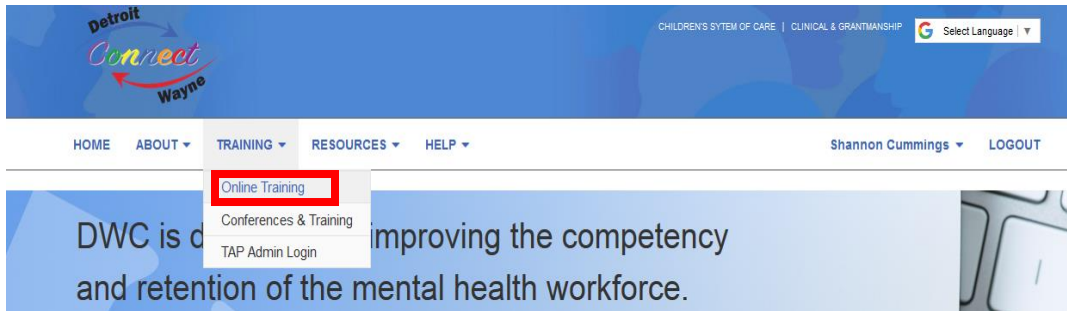


DWC - Limited English Proficiency Training Tutorial

1. Go to www.dwctraining.com/Trainings.
2. On the top right corner, enter your user email and password, then click “**Login**”.



3. On the home page, hover over “Training” and click on “Online Training” in the drop-down menu.



4. On the next page, scroll down and click on the hyperlink for “**Limited English Proficiency (LEP)**”.

[Limited English Proficiency \(LEP\)](#) 

This training provides information pertaining to working with individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English.

Frequency: Triennial

DWC - Limited English Proficiency Training Tutorial

- A new tab will open and show a description for the online LEP training course. Prior to starting the training, click on **“Click here to get training documents”**. The documents will open in a separate window. You can refer back to the documents when taking the on-line quiz at the end of the training. Click **“Start”** to begin the course.

Course Description:

Limited English Proficiency (LEP) provides training on working with individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English. The course will take approximately 45 minutes to complete, including completion of a quiz and will earn 30 minutes of CEC for licensed social workers and licensed professional counselors. This course meets the biennial LEP training requirement for MDHHS. Training in LEP must be completed a minimum of once every three years.

[Click here to get training documents](#)

Start Training

- On the right of the page, click on the link for **“Limited English Proficiency”**.

Menu

Welcome Shannon Cummings.

At the end of this course, you will be able to print a course completion certificate.

For help at any time, click the "Help" button above.

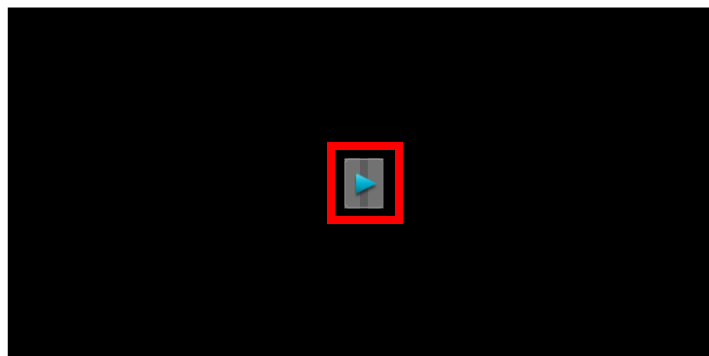
[Home](#) [Help](#) [Menu](#)

0%

COURSE MODULES

Limited English Proficiency

- The next page will show a video. Click on the arrow to begin the video. It is about 19 minutes long.



The video has not yet been played.

[Start playback](#) |

Limited English Proficiency

Limited English Proficiency

Course Duration: **30 minutes**

[Home](#) [Help](#) [Menu](#)

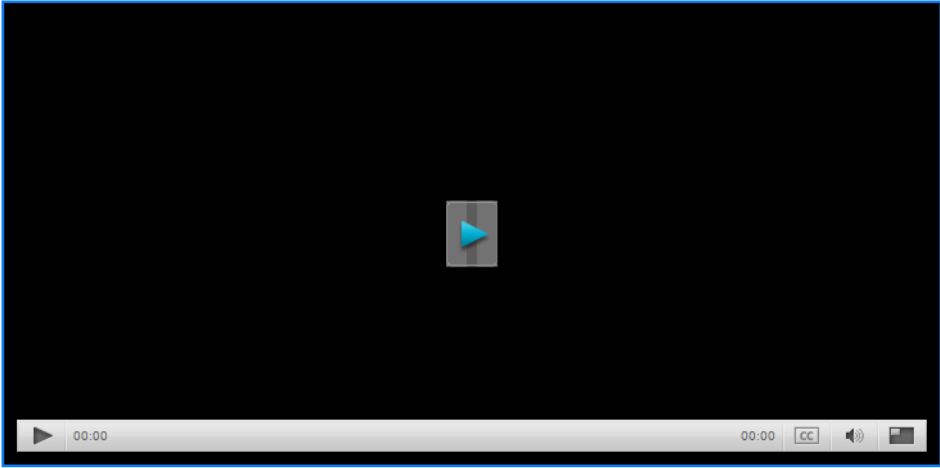
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COURSE MODULES

Limited English Proficiency

DWC - Limited English Proficiency Training Tutorial

8. When the video is finished, click “**Next Page.**”



00:19:33 The video has completed playing. 00:19:33
Start playback

Limited English Proficiency

Limited English Proficiency

Course Duration: **30 minutes**

At the end of this course, you will be able to print a course completion certificate.

For help at any time, click the "Help" menu.

[PREVIOUS PAGE](#) [NEXT PAGE](#)

9. The next page will take you to the online quiz. It is 15 questions long. Click on the bubbles next to the answer you believe to be correct for each question accordingly. Then click “**Submit**” at the end of the quiz.

Question 15

In tough economic times, it is acceptable to use a sliding scale to charge for the interpretation services an LEP person receives.

- A. True
- B. False

[Submit](#)

10. You must answer each question correctly, receiving a 100%, before completing the course. However, you are allowed to retake the quiz as many times as needed. When finished, click on the **link to proceed to printing certificate**.

Limited English Proficiency Quiz

Congratulations!

You have answered all of the questions correctly.

[Click here to continue to print certificate.](#)

11. You can access your certificate by clicking on “Click here to print your certificate” or “Next Page” to load your **certificate of completion**. Two windows may appear depending on which internet browser you are using.

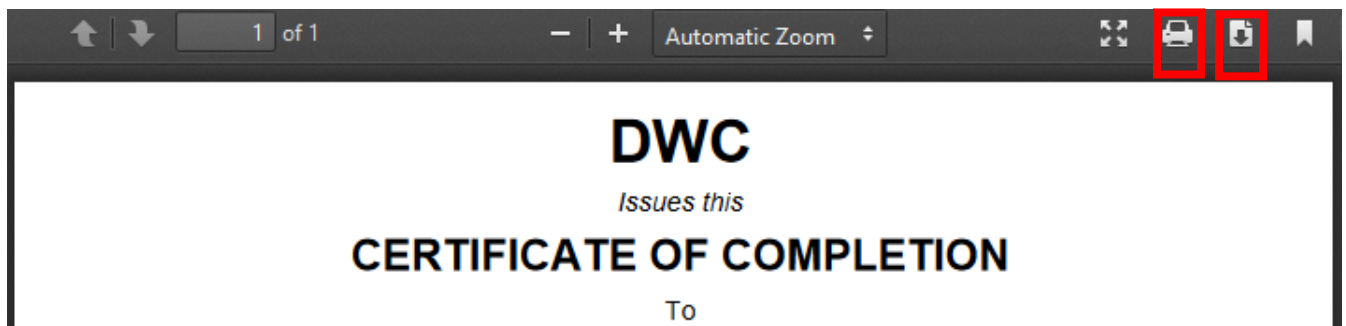
Limited English Proficiency (LEP)

Congratulations!

You have successfully completed the training.

[Click here to print your certificate](#) [Next Page](#)

12. Click on the **Printer** icon to print your certificate for your records. If you do not have an available printer, click on the **Download** icon to save your certificate to your computer. Then, email your certificate to the ExpertCare training department at training@expertcare.com and/or to the Trainer sharvey@expertcare.com to complete your training requirements.



DWC - Limited English Proficiency Training Tutorial