How to Register for DWC Trainings

1. Go to https://www.dwctraining.com
2. On the home page, hover over the ‘Member Login’ heading. A box will drop down which will allow you to access the Login menu. Then, click on the link ‘Not a member? Click here to join.’

3. On the next page, fill out all the required fields. Required fields are marked by a red asterisk (*)

Step 1 of 8
To save updates made to your profile, please continue to Step 8 to "Accept" the Terms of Use agreement.

Personal Information

- Legal First Name *
- Legal Last Name *
- Date of Birth *

Example: 23 February 1903
How to Register for DWC Trainings

4. Once all required fields are completely filled out, click ‘Next Step’ to continue.
5. On the next page, select the ‘1’ under ‘How many organizations employ you?’


7. Under Job Category for this Employer, check the box next to ‘Direct Care/Community Health Worker.’
8. Scroll down, then under ‘Primary Job Category’, select ‘Direct Care/Community Health Worker.’ Then, click ‘Add Employer.’

9. Once ExpertCare has been added under ‘Employment Information,’ click on ‘Next Step.’
10. Under the ‘Service Type,’ select ‘Community Living Services (CLS)’ and/or ‘Respite Care Services,’ as appropriate. Then, select ‘Next Step.’

11. Under the ‘Population Served’ heading, check off all populations that apply to your consumer. For example, if you are working with an Intellectually and/or Developmentally Delayed Adult or Child, select both ‘I/DD Adult’ and ‘I/DD Child.’
12. Under the ‘Primary Population Group’ heading, select the option that most applies to you. Then, select ‘Next Step.’

Primary Population Group *

- ○ I/DD Adult
- ○ I/DD Child
- ○ MI Adult
- ○ MI Child

13. The next step will prompt you to enter your Professional License Number. If applicable, you may enter your License credentials during this section. For CLS/Respite, select ‘No.’ Then, click on ‘Next Step.’
14. The next step will prompt you to enter any Certificates & Certifications. **This section is optional.** If applicable, you may enter any certifications you may have. **Otherwise, select “Next Step.”**

15. The next page will ask about any special requests you may have if you were to attend a DWC event. **This section is optional.** To skip this step, select “Next Step.”
16. Review the **Contractual Agreement**, then check the box next to ‘I “ACCEPT” the Terms of Use.’ Then, click on ‘Save Profile.’

Step 8 of 8
To save updates made to your profile, please continue to “Accept” the Terms of Use agreement.

17. You will now be registered and able to complete the online trainings on the DWC website! Print this page for future reference and click on ‘Log-In’ to begin your DWC online trainings.