ExpertCare's Online Annual Update with Blood Borne Pathogens

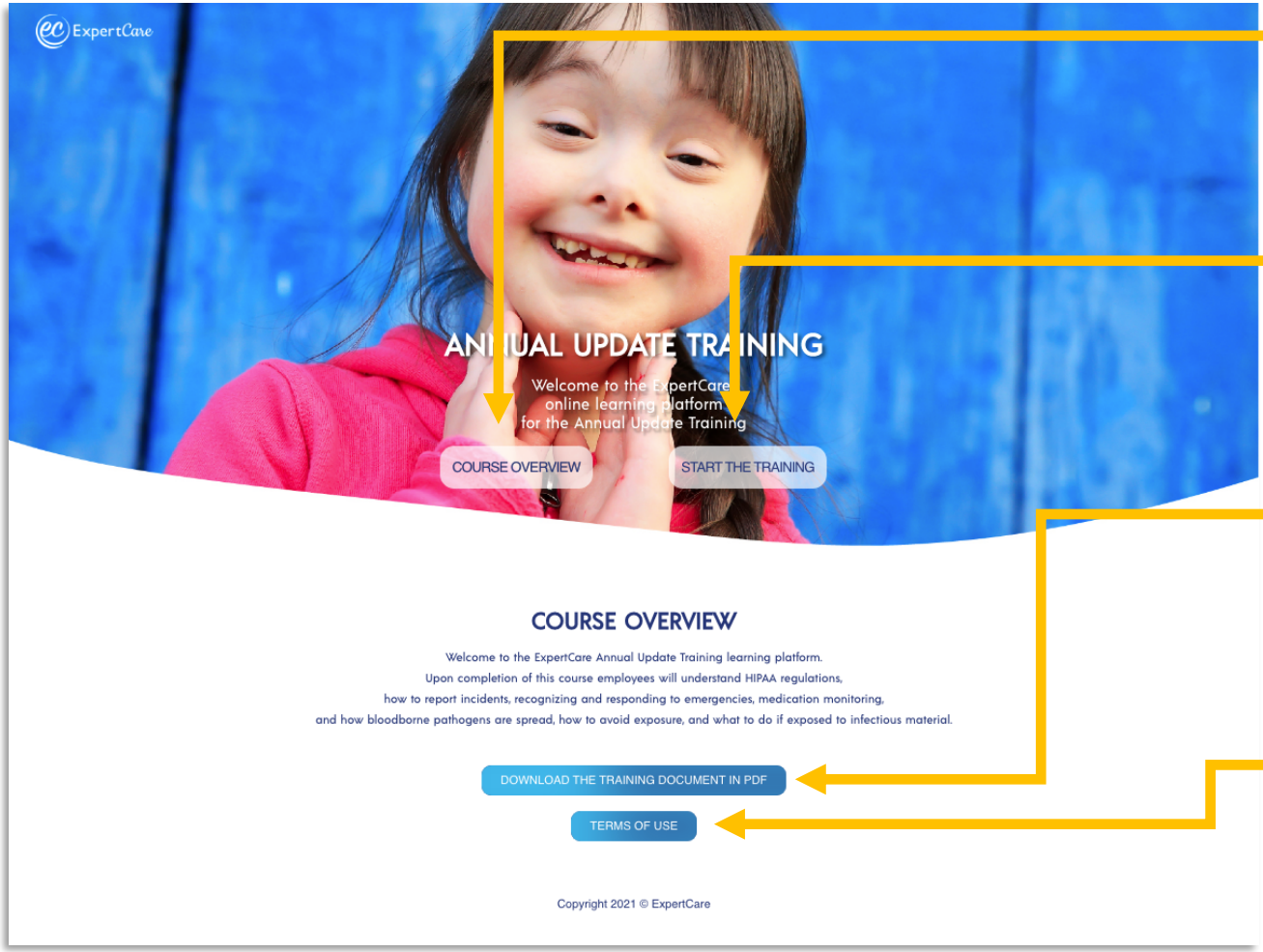
Please review the information below for helpful hints on completing ExpertCare's new online Annual Update/BBP training. You will find the link to the course on the last page of these instructions.

It is recommended that you download copies of ALL forms & quizzes completed for your records as well as to have backups in case we don't receive all of the necessary documents.
We will contact you via email if any forms were not received.

ANNUAL UPDATE TRAINING E-LEARNING

ExpertCare

Homepage



COURSE OVERVIEW

Redirects to the course overview on the bottom half of the homepage

START THE TRAINING

Redirects you to the authentication page for profile registration

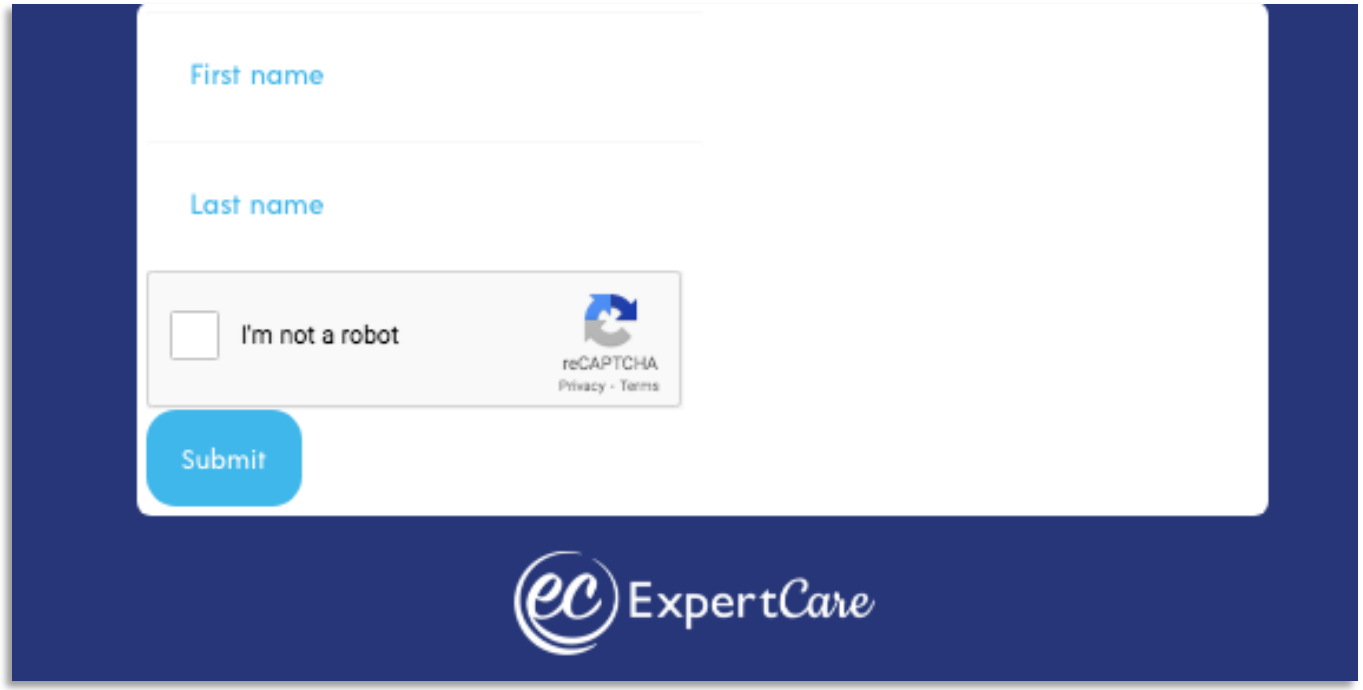
DOWNLOAD THE TRAINING DOCUMENT

Provides the PDF version of the training

TERMS OF USE

General conditions on the use of the platform

Authentication Page

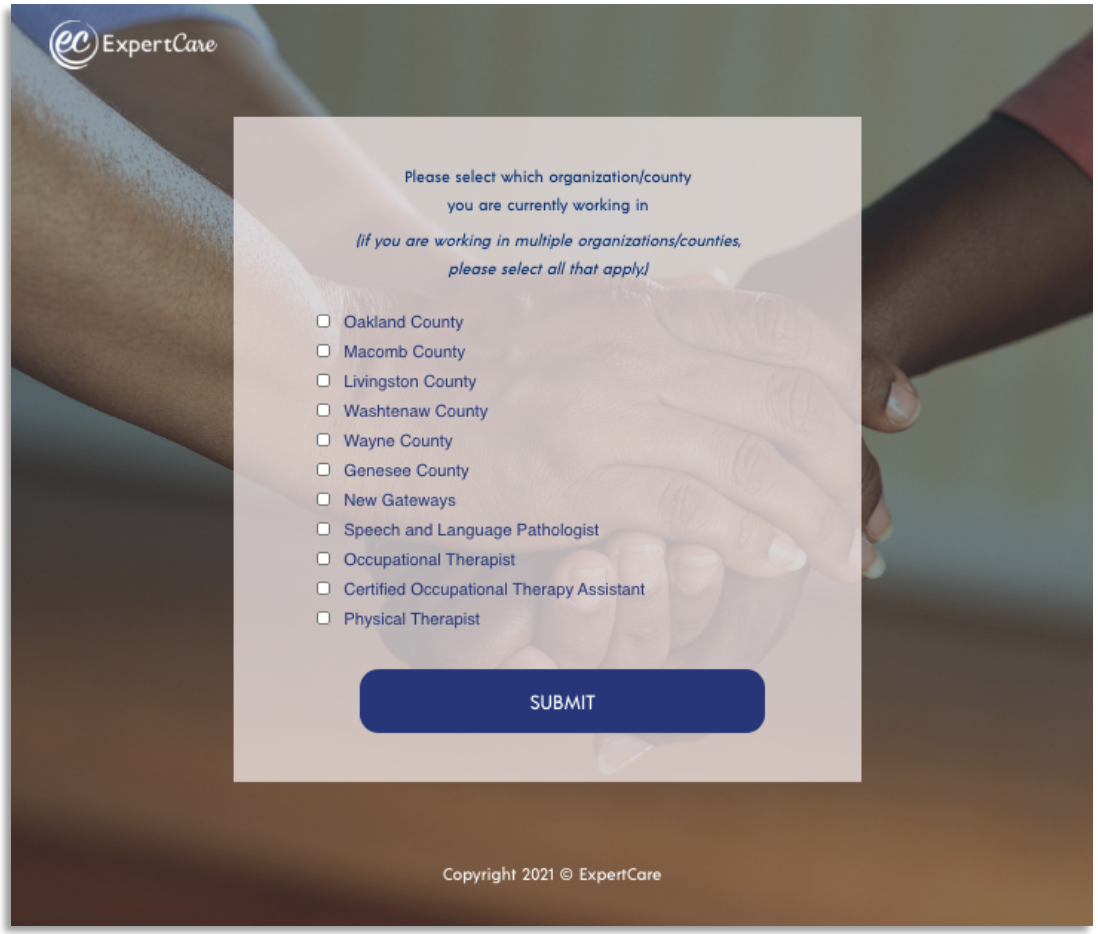


AUTHENTICATION PAGE

This page registers your first name and last name on the platform.

Please make sure that you complete the reCAPTCHA verification before clicking the Submit button.

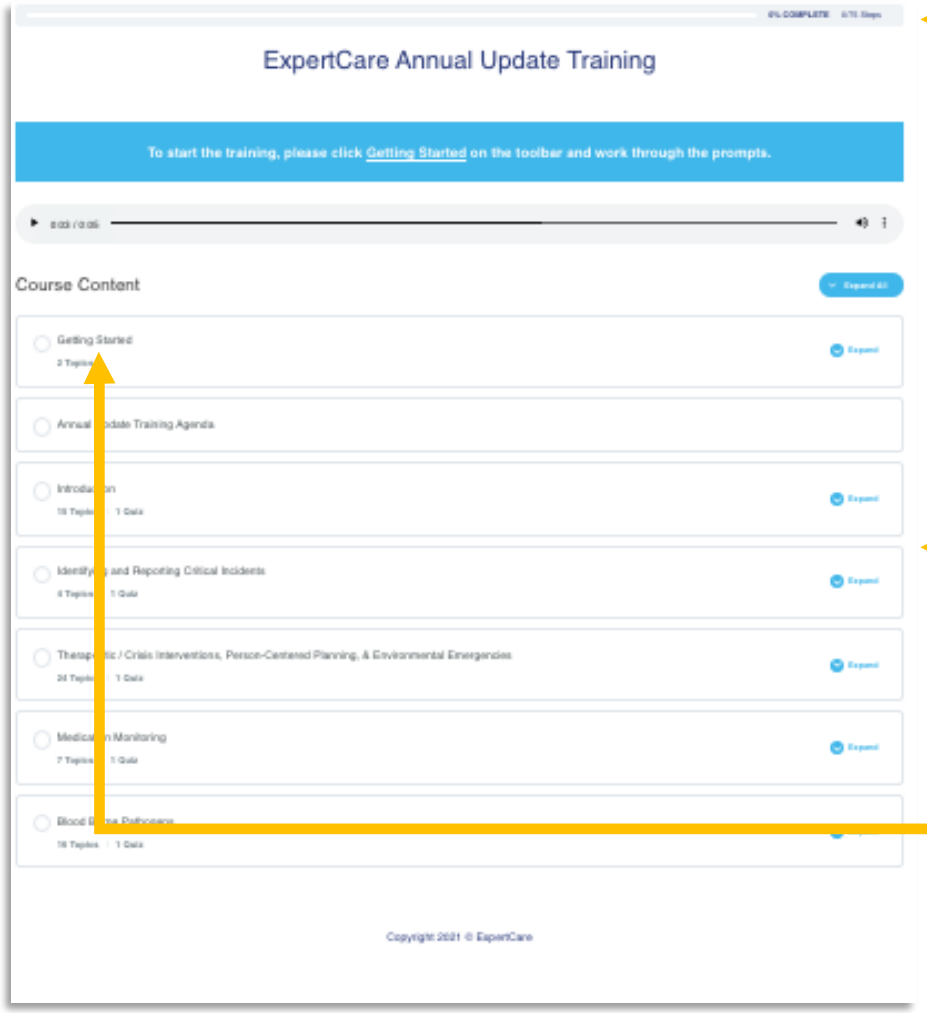
Profile Page



PROFILE PAGE

To generate the right resources for your profile, please tick the appropriate boxes and click the Submit button.

Training Platform



COURSE PROGRESS

The Course Progress section updates as soon as you complete the forms, topics, and quizzes.

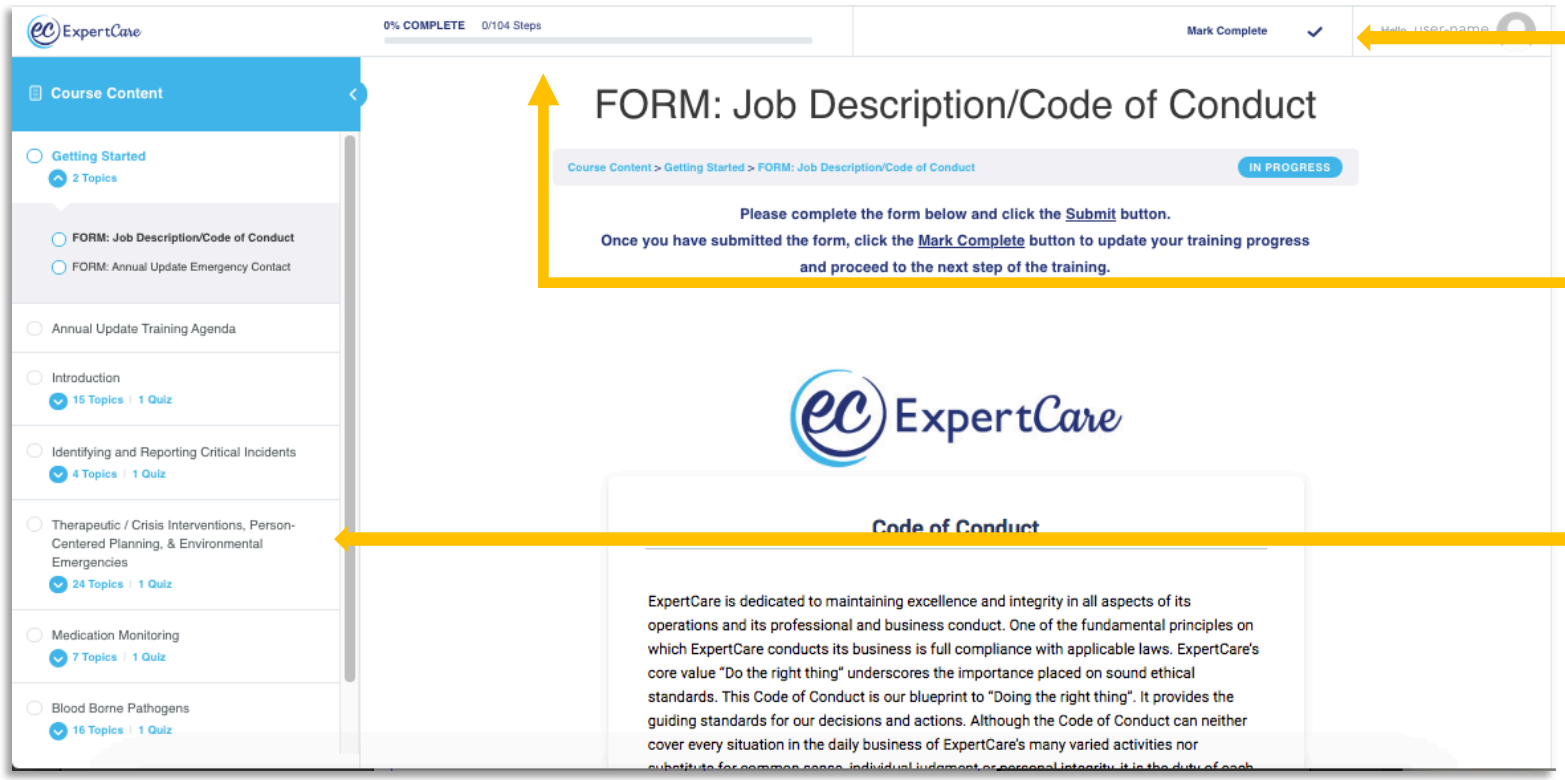
Please note that you need to click the **Mark Complete** button on each page as you proceed.

COURSE MENU

The Course Menu provides an overview of the topics and quizzes that need to be completed.

To start the training, click **Getting Started**.

Training Platform



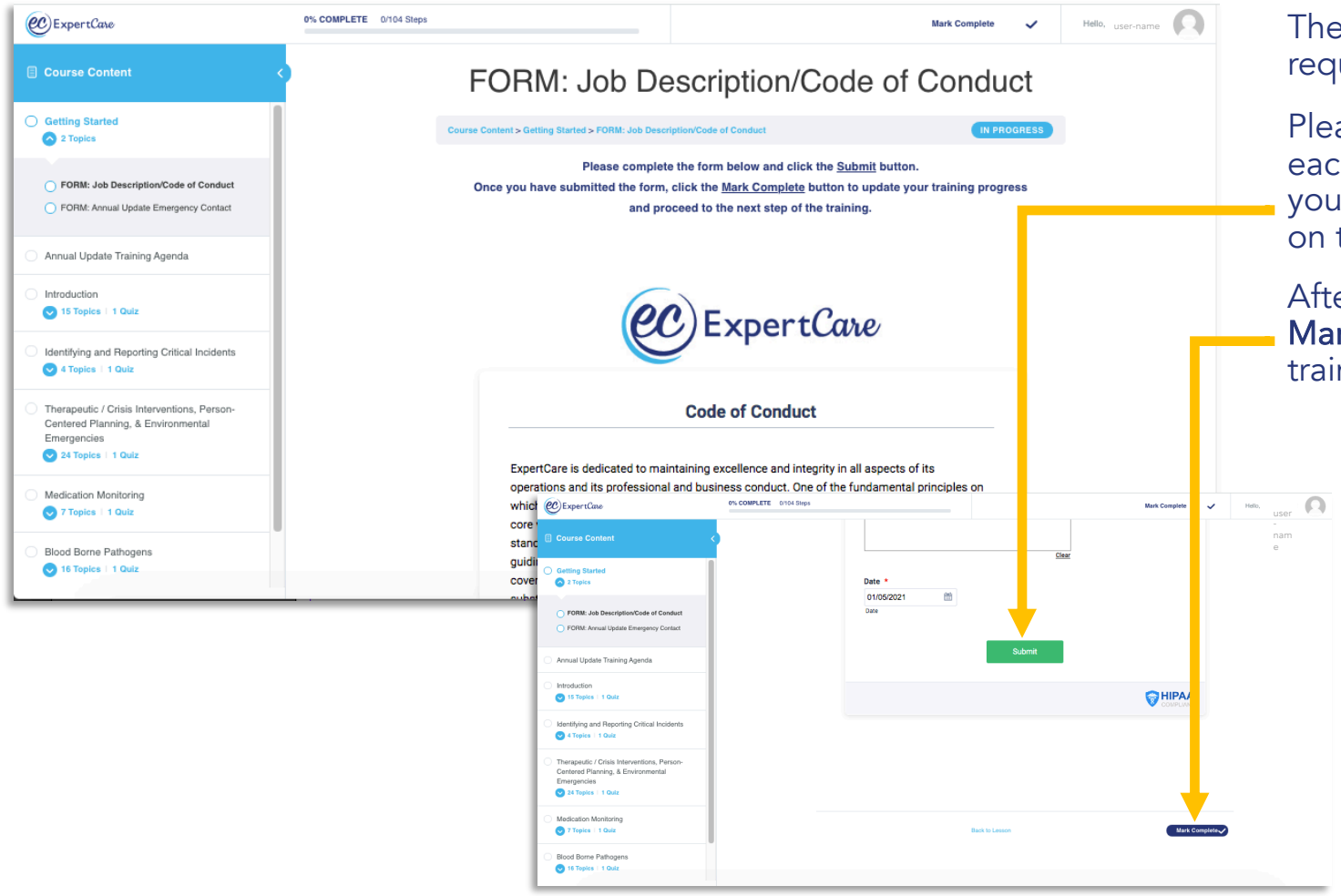
MARK COMPLETE BUTTON

COURSE PROGRESS

COURSE MENU

Please note that this is the desktop version of the platform. The tablet and mobile versions appear differently.

Completing Forms



The first part of the training requires completion of forms.

Please ensure that you complete each form by scrolling down until you see the **Submit button** located on the bottom of the form.

After clicking Submit, please click **Mark Complete** to update your training progress.

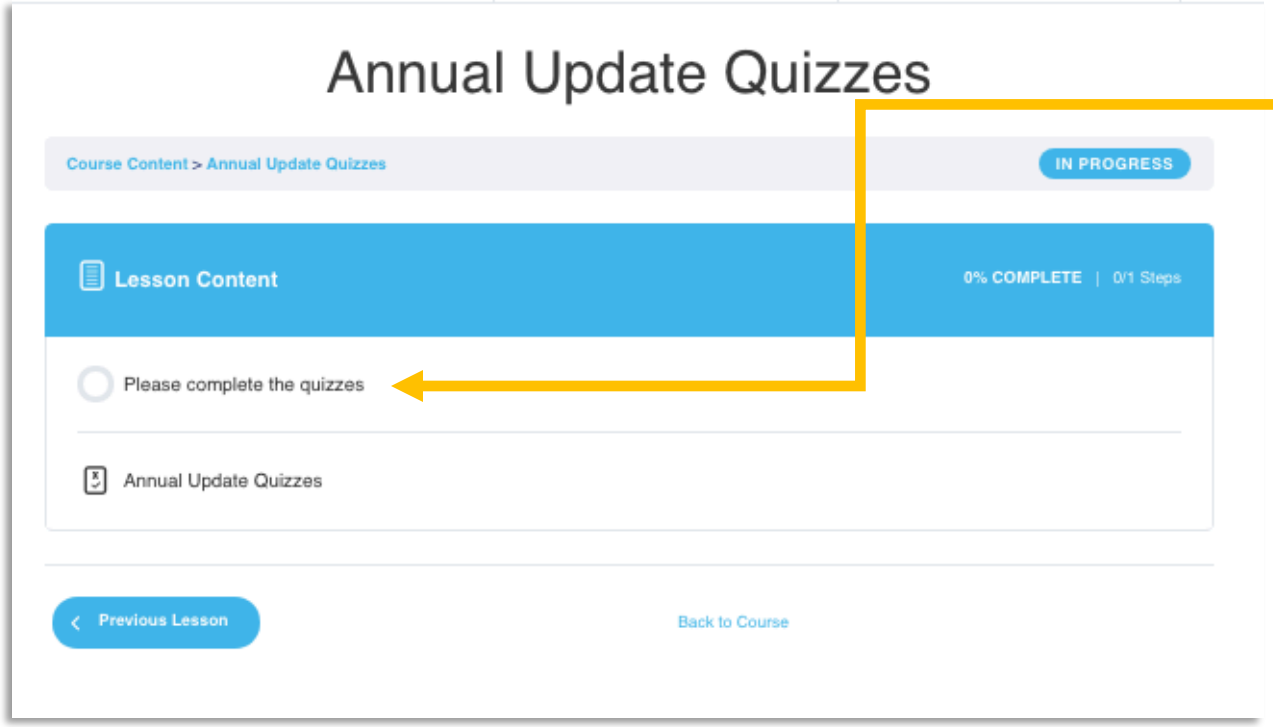
Restoring Lives, Renewing Spirits

ExpertCare

Training Progress Tracker

Each time you click Mark Complete when you finish a form, topic or quiz, the platform will provide the number of steps you have completed. The course menu also gets updated.

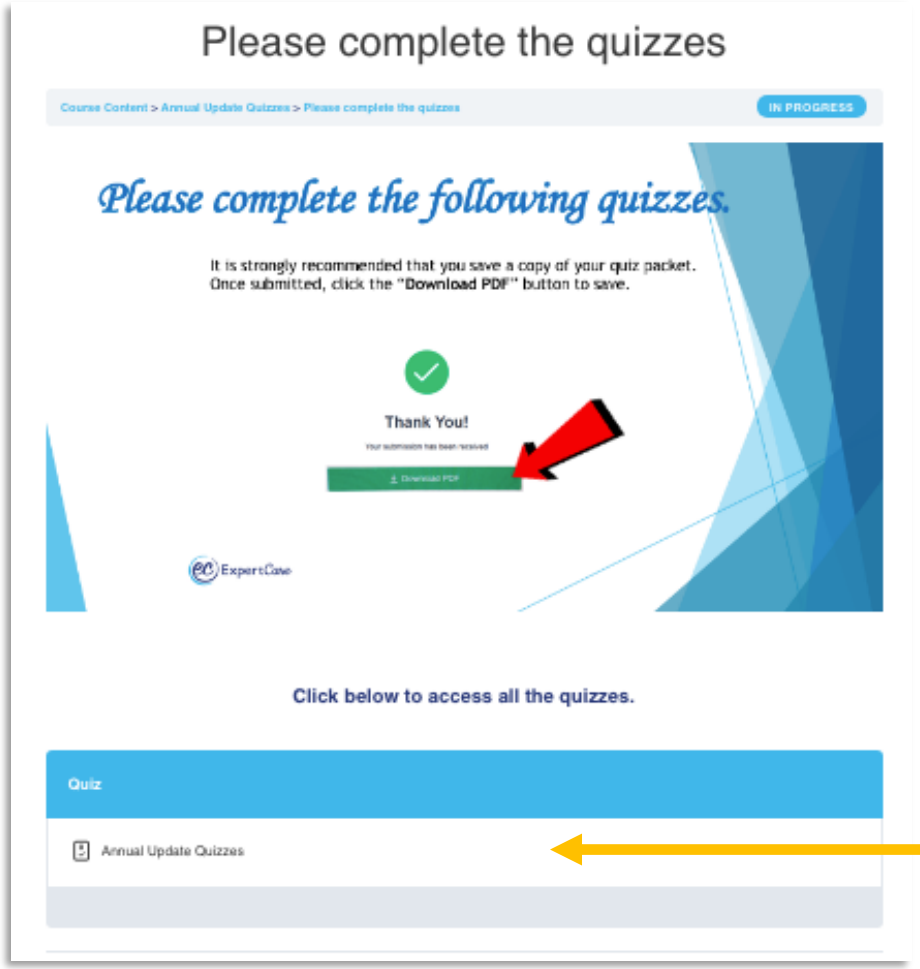
Completing Quizzes



At the end of the training, you will be prompted to complete the quizzes.

Please click **Complete the Quizzes** to proceed.

Completing Quizzes (continuation)

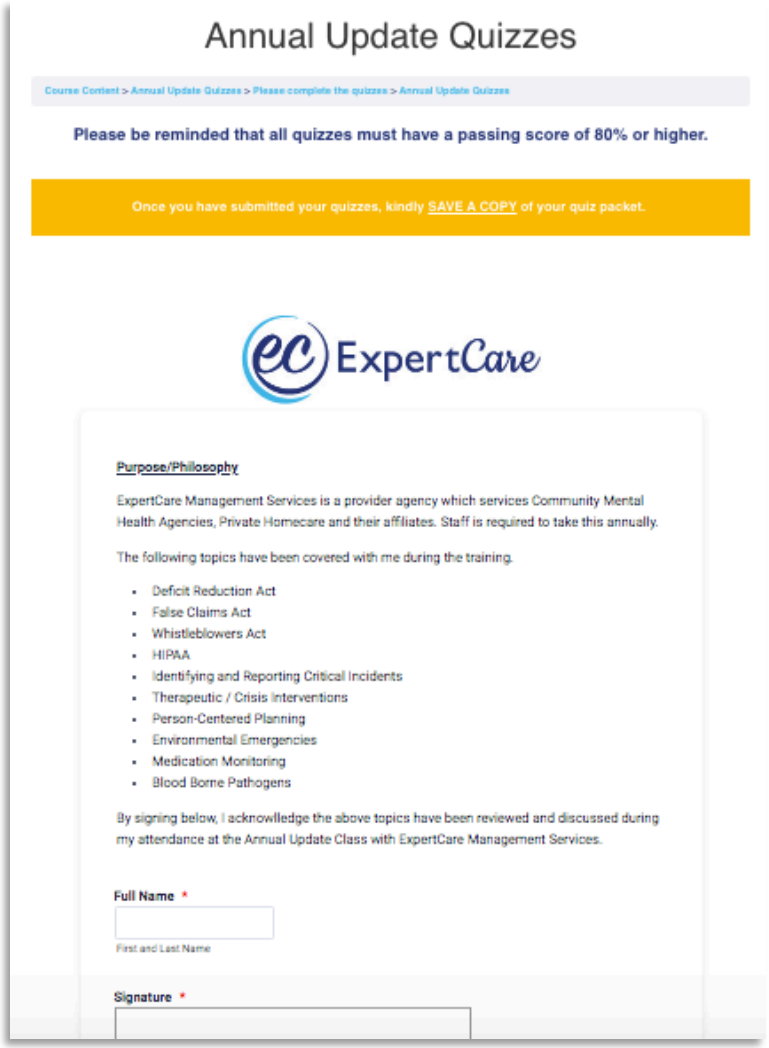


Click the Annual Update Quizzes link on the bottom of the page to proceed.

REMINDER:

Upon submission, please download and save the PDF document of your quiz submission.

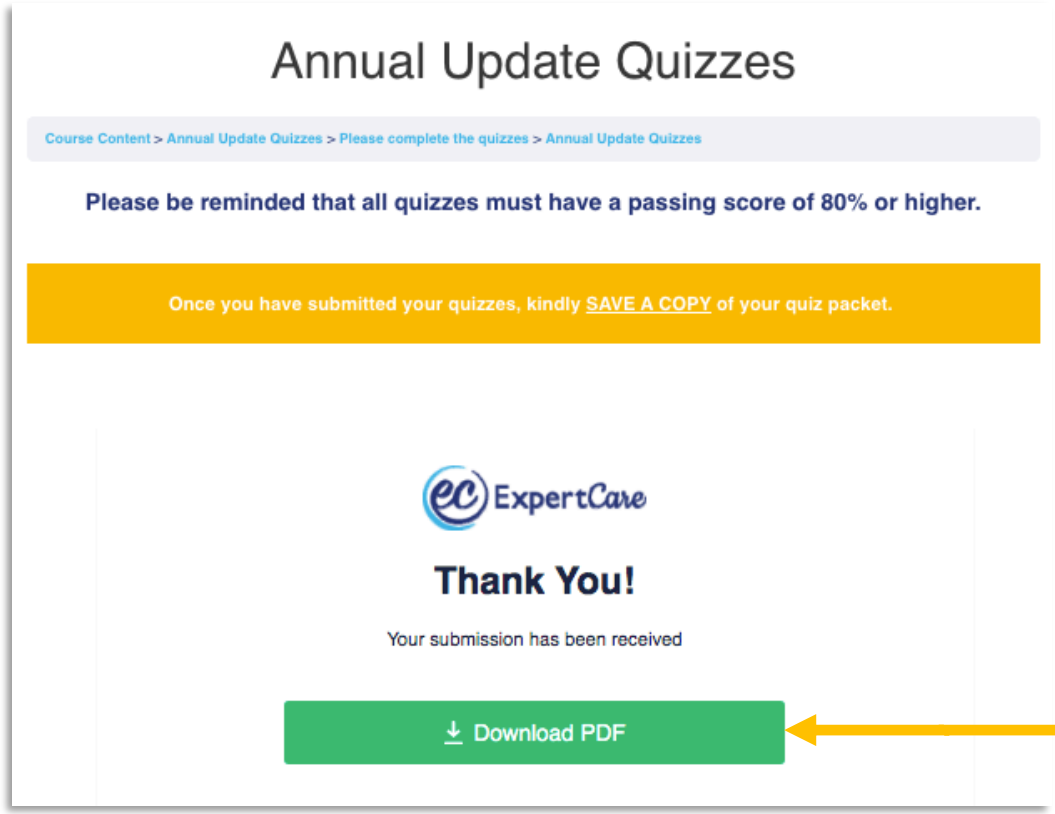
Completing Quizzes (continuation)



You will be redirected to this page. Please follow the prompts.

Once you have answered all of the quizzes, click SUBMIT.

Saving Your Quiz Submission



Please download your quiz submission by clicking on the DOWNLOAD PDF button as shown here.

Confirm your submission to print your Certificate of Completion.

Restoring Lives, Renewing Spirits

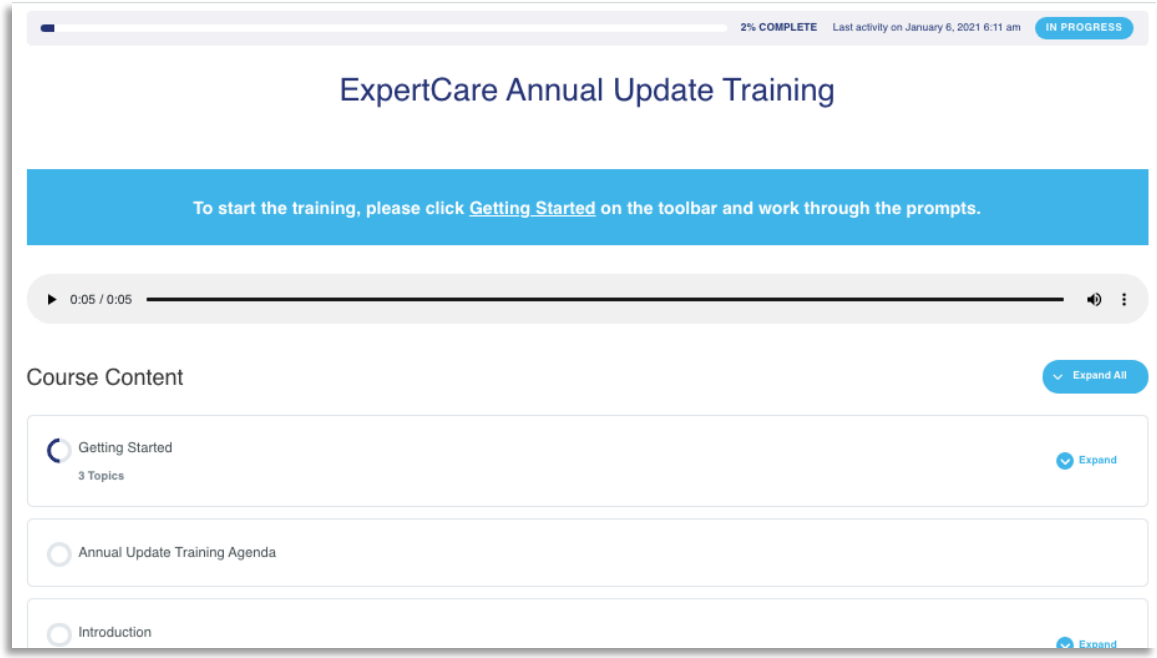
ExpertCare

Downloading Your Certificate of Completion

Once your confirmation has been registered, please download a copy of your Certificate of Completion by clicking the button.

Important Point

- ✓ You MUST be logged in to track your progress. If you decide to log out, you will go through the same process by verifying your name and your profile. Your progress tracker should provide the last time you logged in and where you left off.



Platform Link

Thank you for going through ExpertCare's Annual Update Training guide.

To start the training, please click the link below.

https://annualupdatetraining.expertcare.com