



- 1) **It is highly recommended to use a computer for this training. Users have encountered issues when using phones or tablets such as not having the ability to get their certificate of completion if they start the training, log out and finish the course later.** Begin by clicking on: [OCHN Direct Support Professional Learning Center \(docebosaa.com\)](https://docebosaa.com) or if you are new to Docebo, you should have received an email indicating an account was created for you and you may use that link to get to the training platform.
- 2) Enter your username and password. Your username will be the first 4 digits of your birthday month and year (mm/dd) and the last 4 digits of your Driver's License or State ID. Your password will be "training" all lowercase (it is recommended **not** to change your password).

A screenshot of the Docebo Sign In page. The page has a blue background with a white sign-in form in the center. The form contains the following elements: a 'Sign In' heading, a sub-heading 'Please insert your username and password to proceed', a 'Username (Required)' text input field, a 'Password (Required)' text input field with a toggle eye icon, a 'Keep Me Logged in' checkbox, a green 'SIGN IN' button, a 'Forgot Your Password?' link, a 'SAML SSO' button, and a 'New user? Register' link. The top of the page features the Docebo logo and the tagline 'aspire hope, empower people, and strengthen communities.'

- 3) You will come to a screen where you will fill in any mandatory fields. For any mandatory drop-down fields, please select "N/A". Then select "update" on the bottom right of the screen.

### Update Your Personal Info

Please fill in the mandatory fields below. If you do not fill them in, you will be logged out.

**Details**

First Name (Required) Last Name (Required)  
 Nicole [REDACTED]

Email  
 ne[REDACTED].com

**Additional Fields**

Hire/Start Date (Required) Job Title (Required)  
 10/27/2008 X [REDACTED] Manager

Date of Birth (month/day) (Required) Drivers License # (Required)  
 09/01 [REDACTED] 1

Learning Plan Type (Required) Assisting people with eating/swallowing dis... (Required)  
 N/A

Supporting Wheelchair Use/Immobility Pos... (Required) Autism Spectrum Disorder (Required)

Intro to Feeding Tubes (Required) Supporting Individuals with Seizures (Required)

Diabetes Support and Monitoring (Required)

SIGN OUT UPDATE

4) Select "start learning."

Direct Support Professionals Learning Center

## WELCOME TO THE DSP LEARNING CENTER!

NE  
 Nicole Elliott  
 nellott@expertcare.com

CHANGE PASSWORD MY ACTIVITIES MY PROFILE

Welcome to Docebo!  
 Click below to take a tour

Oakland Community Health Network  
 Developmental Disabilities Administration - Subcontractors

My Learning Plan Progress

New Learners  
 Are you a new learner? Click below to begin your learning plan

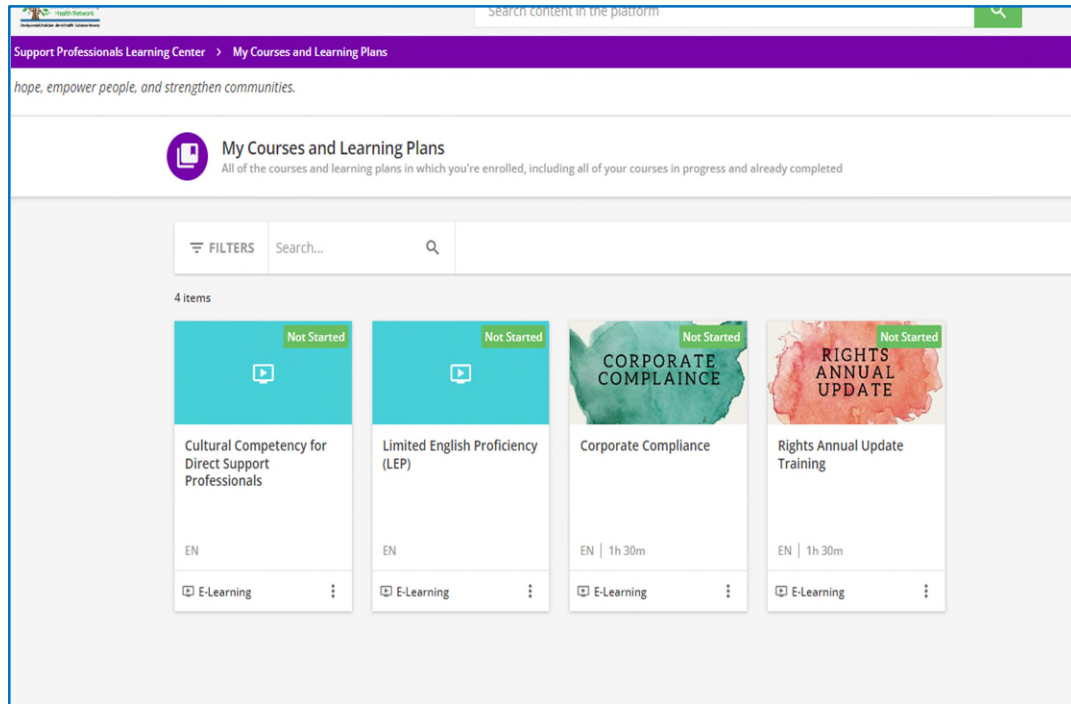
START LEARNING

Courses  
 7 Not Started  
 0 In Progress  
 0 Completed

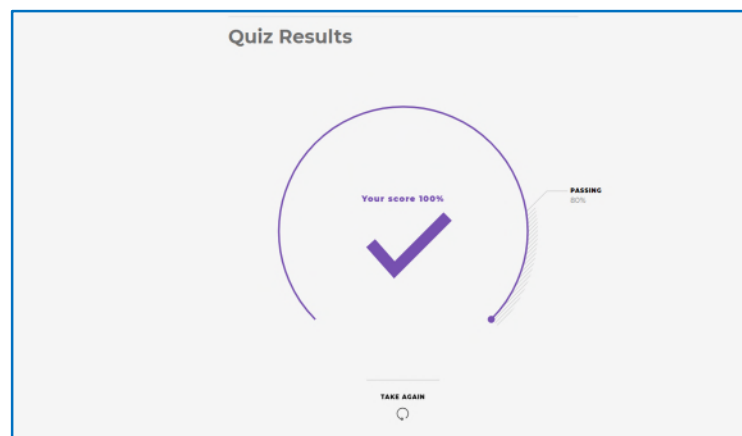
Welcome Back!  
 Click below to renew your certifications

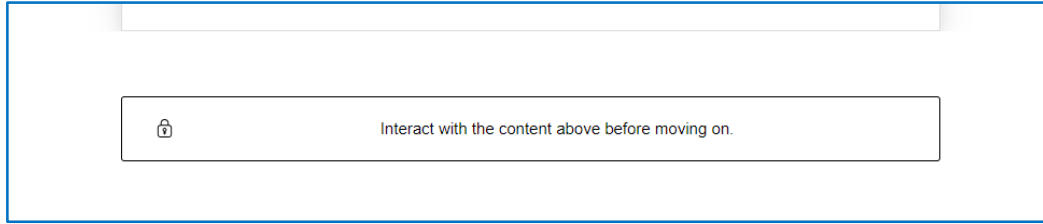
RESUME LEARNING PLAN

- 5) On the courses and learning plans page, you will now be able to see which courses you have been enrolled in. The individual courses may take a few seconds to load. Press any of the courses play buttons to begin the course.

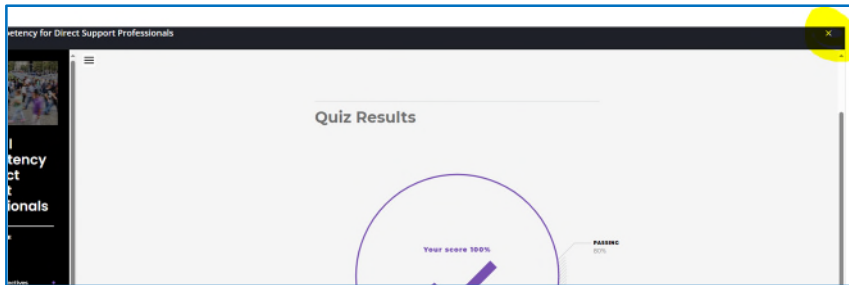


- 6) Select "start learning now" on the following three pages and then you may begin the course. Please note, many of the courses are interactive and will require you to interact throughout the course (i.e.- watch videos, flip over information cards etc.) If you are unable to proceed, make sure you have completed all required interactions. At the end of the course, you will need to complete a quiz. You must pass with an 80% score or higher.

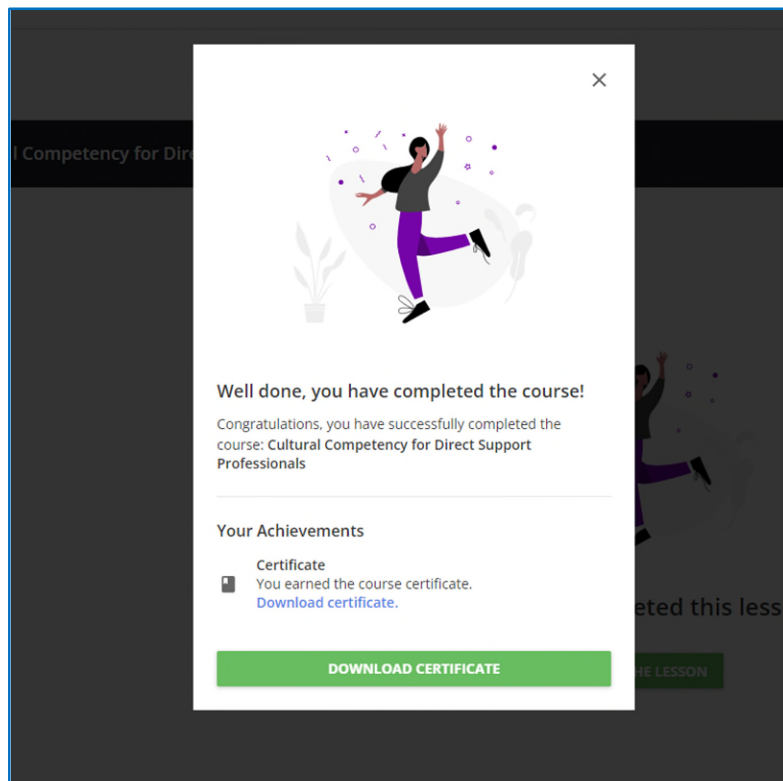




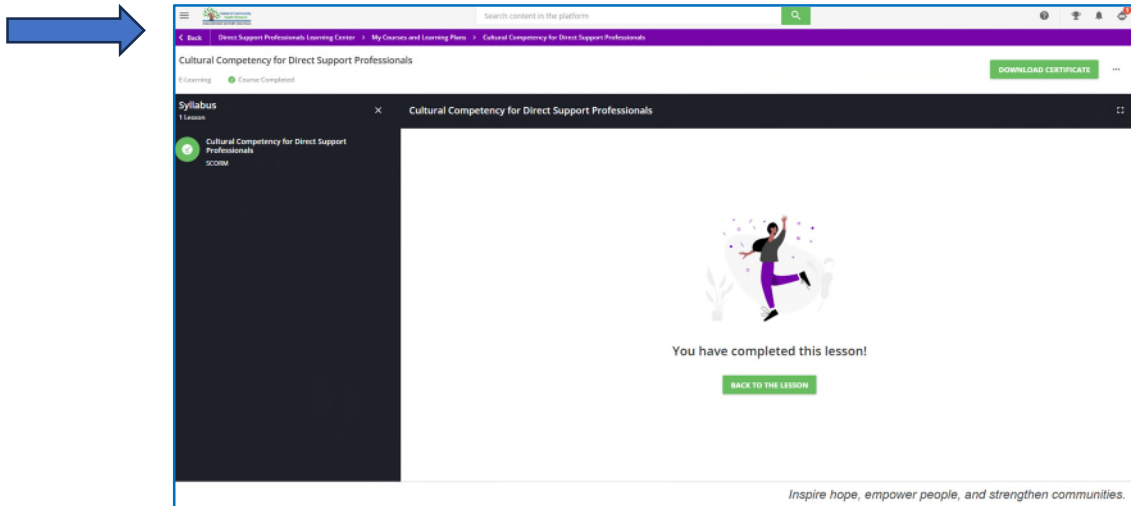
7) On your quiz result page, select the "X" on the top right of your screen to exit.





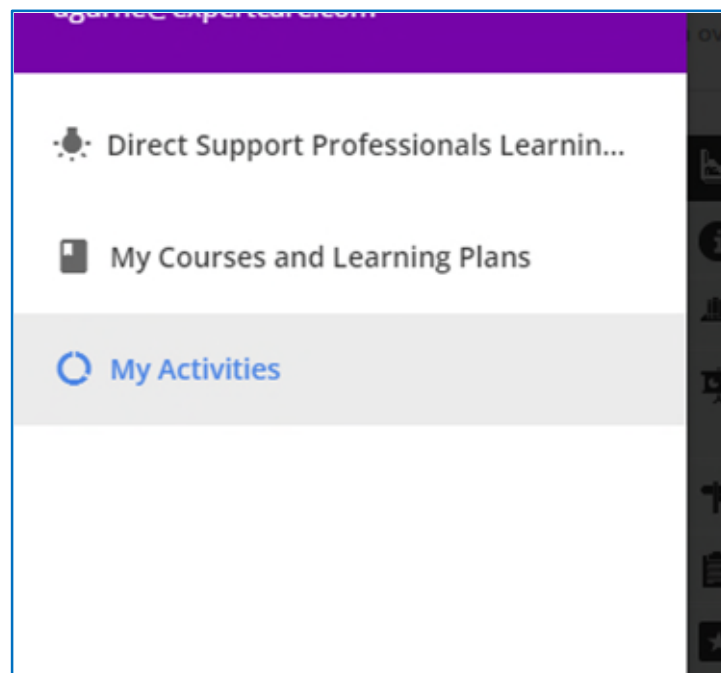
8) A pop up will appear that allows you to download your certificate of completion by hitting the green "download certificate" button. After each completed course, please email the certificate to [training@expertcare.com](mailto:training@expertcare.com).



- 9) Select the “back button” to exit this course and return to the main course learning plan page in order to begin any remaining courses if needed.



- 10) On the top left of the training site, you may hit the three lines to the left of the OCHN logo on the top left of your screen “ ”. This section will bring you to the “My Activities” page. Some courses may not be accompanied with a certificate of completion, but you will be able to view the completed courses, or status here.



**My Activities**  
Get an overview of the learning experience with statistics on progress, information on courses, social learning, external activities and more

**Courses**

Enrollment Status: Active Enrollments

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
Corp_Comp	Corporate Compliance	ENROLLED	1/10/2024				0s	
Rights_Update	Rights Annual Update Training	ENROLLED	1/10/2024				0s	
DSP-1C	Cultural Competency for Direct Support Professionals	COMPLETED	1/10/2024		1/10/2024		0h 33m	0.00
DSP-LEP	Limited English Proficiency (LEP)	ENROLLED	1/10/2024				0s	

Total: 4

11) You will be enrolled in some or all of the following training courses depending on if you are a new or existing employee. If you have taken these courses with a previous employer via Docebo, you may not be required to retake them. Please consult a Trainer at ExpertCare if you have any questions.

- Limited English Proficiency (LEP)
- Cultural Competency for Direct Support Professionals
- The Person-Centered Planning Process for DSPs
- Trauma Informed Supports
- New Hire Rights training
- Rights Annual Update training
- Due Process

You will be assigned to Due Process and/or Recipient Rights AS NEEDED. Please note that if you are a **NEW** employee and are assigned to New Hire Rights training in Docebo, this is not an actual course; these are directions you must follow to enroll yourself in the class. New Hire Rights trainings are offered in-person at OCHN in Troy, MI or a live virtual training course led by an instructor.

Only **NEW** employees must be enrolled in the "New Hire Rights Training". Existing employees will be enrolled in the Rights Annual Update Training via Docebo.

12) You may access your main "Direct Support Professionals Learning Center" page by clicking the OCHN logo on the top left of the training platform. Near the bottom right of this page, you can "resume learning plan" at any time as a way to get back to your course section.

**New Learners**  
Are you a new learner? Click below to begin your learning plan.

**START LEARNING**

**My Learning Plan Progress**

Courses

- 3 Not Started
- 2 In Progress
- 2 Completed

**Welcome Back!**  
Click below to renew your certifications

**RESUME LEARNING PLAN**

13) As a reminder, you must email each completed course certificate to [training@expertcare.com](mailto:training@expertcare.com). You may download your certificates from the courses page as show in step 10 if you didn't download the certificates after completing the courses previously. This can be done by clicking the black award symbol next to the completed course on your course record page. If you have trouble downloading any of your certificates, please call and ask to speak to a Trainer at ExpertCare 248-643-8900.

Courses									
									Enrollment Status
									Active Enrollments
COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE	
Rights_Update	Rights Annual Update Training	COMPLETED	1/2/2024		1/2/2024		0h 47m	16.00	🏆
	Limited English Proficiency	COMPLETED	12/21/2023		1/2/2024		0h 21m	100.00	🏆
DSP-1C	Cultural Competency for Direct Support Professionals	COMPLETED	12/21/2023		1/3/2024		0h 39m	0.00	🏆
DSP-4C	The Person Centered Planning Process for DSPs	COMPLETED	1/3/2024		1/3/2024		0h 39m	0.00	🏆
DSP-5C	Trauma Informed Supports	COMPLETED	12/21/2023		1/3/2024		1h 38m	0.00	🏆
DSP-DP	Due Process	ENROLLED	1/4/2024				0s	0.00	