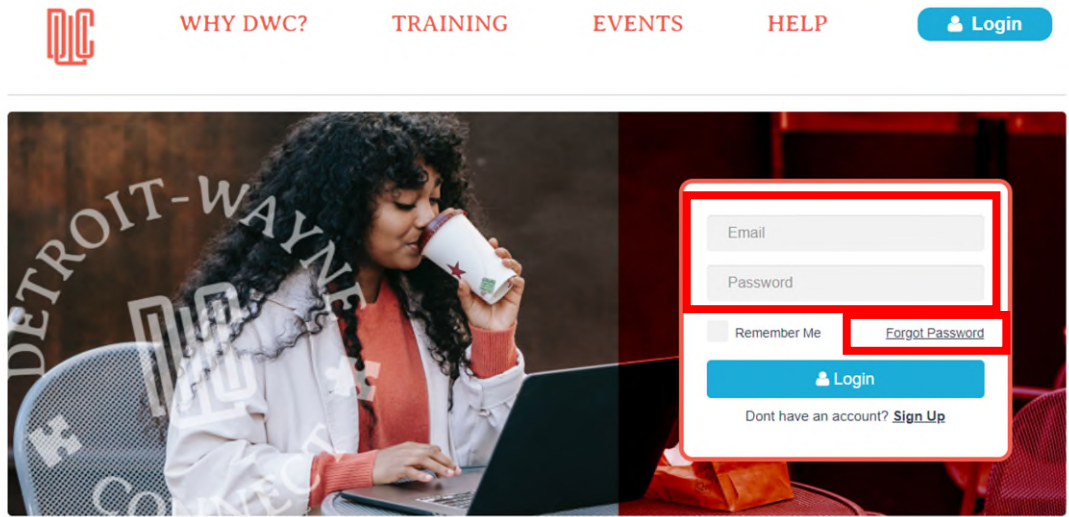


DWC – Training Update Tutorial

1. Go to <https://www.dwctraining.com/>

2. To login enter your email and password. If you do not remember your password, click the **'Forgot password'** link to generate a password reset email (make sure to check your junk/spam folder in your email if the password reset email is not in your inbox).



3. Once logged in, you can access your compliance list at any time by clicking **'My Compliance'** at the top right of the DWC website. **Not all trainings listed in your DWC portal are required. Please reference the list below for what trainings are required and how often Wayne County requires them to be updated.**



Abuse & Neglect Reporting Requirements	Every 2 years	30 minutes
Anti-Harassment & Non-Discrimination for Employees	Every 2 years	30 minutes
Cultural Competence/ Diversity	Every 2 years	30 minutes
HIPAA Basics	Every 3 years	30 minutes
Human Sex Trafficking	Every 2 years	1 hour
LEP	Every 3 years	30 minutes
Grievance, Appeals & State Fair Hearing	Every 2 years	1 hour
Medicare & Medicaid General Compliance	Every 1 year	30 minutes
Person Centered Planning & Individual Plan of Service for Direct Support Professionals	Every 1 year	45 minutes
Recipient Rights Annual	Every 1 year	30 minutes

4. To update your training, click on the name of the training that you want to access under your 'My Compliance Trainings' list. Please reference the list above if there is more than one training available. Then click **'Start Training'**

DWC – Training Update Tutorial

5. Next, click **'Start a new Training.'** **Note: you may see a popup box that advises that you are still in compliance. If your training is expiring in less than 60 days click 'OK' to reset the course you are trying to access. If you are trying to access a training that is not expiring within 60 days, please remember that any trainings updated more than 60 days before they expire will not be sent to payroll of reimbursement, please wait until closer to your training expiration date to update.**

The Michigan Social Work Continuing Education (CEC) course, *Abuse & Neglect: Reporting Requirements*, discusses common examples of abuse and neglect of children and dependent adults, including elder adults. Information on when and how to report incidents of abuse and neglect is included.

This course will take 30 minutes to complete.

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.

This training offers related CEC hours for MCBAP-R certified addiction professionals.

[Click here to download course materials \(PDF\).](#)

[Click here to download Mandated Reporter's Resource Guide \(PDF\).](#)

www.dwctraining.com says
You are in compliance..
Are you sure you want to retake the course?

OK Cancel

Start a new Training Review Completed Training

Home Help Menu

Your Progress 100%

6. Once you have completed your training click **'print certificate'** to download a copy of your certificate of completion.

Course Modules

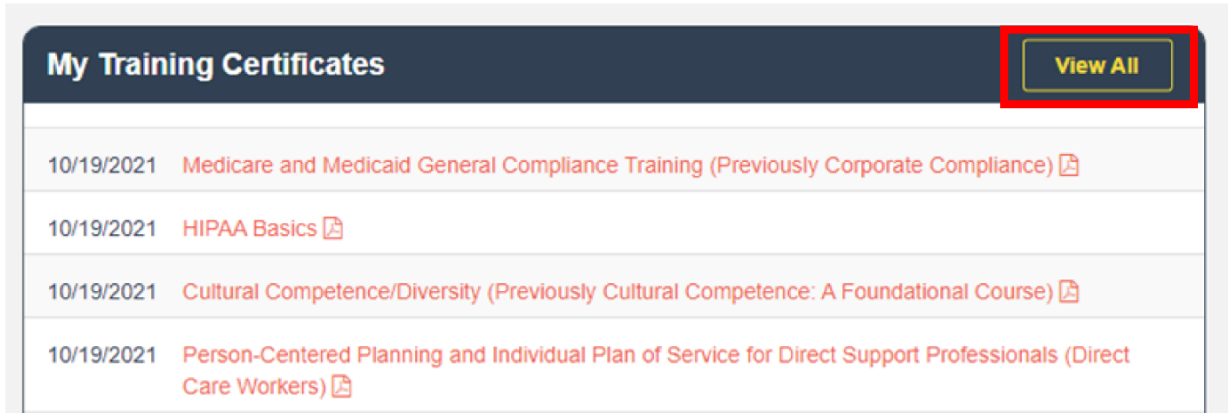
- ✓ Child Abuse & Neglect Reporting
- ✓ Elderly & Disabled Abuse & Neglect Reporting
- ✓ When/Where to Report & Liability

Print Certificate

Other related courses.

DWC – Training Update Tutorial

7. Your training certificates can also be accessed from the **'My Compliance'** page by scrolling down to the third section of the page:



My Training Certificates		View All
10/19/2021	Medicare and Medicaid General Compliance Training (Previously Corporate Compliance)	📄
10/19/2021	HIPAA Basics	📄
10/19/2021	Cultural Competence/Diversity (Previously Cultural Competence: A Foundational Course)	📄
10/19/2021	Person-Centered Planning and Individual Plan of Service for Direct Support Professionals (Direct Care Workers)	📄

Upon completion of each DWC training, please save a copy of the Certificate of Completion and email your certificate to training@expertcare.com. A Certificate of Completion is required for each training to remain in compliance. Certificates emailed to training@expertcare.com will receive a reply confirming receipt within one business day. If you do not receive a confirmation of receipt or, if you have any questions regarding required trainings, please email training@expertcare.com or call the office at (248)643-8900 and ask to speak to a trainer.

For any technical questions or problems related to the DWC website, please contact the DWC helpdesk at (313) 451-3792 or dwchelp@dwihn.org