

Instructions for completing on-line LEP and CC for MORC/ Arc

You must be working on a MORC or ARC case and have an account with MORC in order to complete the on-line training.

Go to <https://morcinc.csod.com> and sign-up for an account, if you do not have one:

- Click on “Sign Up Now”



Welcome to MORC Training: Educating, Empowering & Mentoring Direct Support Professionals | **Please Sign-in**

Login

Username:

Password:

Forgot Password? LOGIN

Please check with your provider BEFORE creating a new account. New accounts are not linked to older records.
[Sign up Now](#)

Need Help?
Please email: training@morcinc.org

Welcome to the MORC Training Portal

- Enter your **First** and **Last Name**
- Enter your **email address**
- Under **Division**- Click on the icon. Select “**MORC Staff**”
- Under **Provider** – Click on the icon. Type in “**ExpertCare**” then hit “**search**”. Select “**ExpertCare Management Services**” with the **ID#181**
- Under **Manager** – Click on the icon. Under “**Last Name**”, enter “**Harvey**”. Under “**First Name**” enter “**Starla**” then hit “**Search**”. “**Harvey, Starla**” will show up as an option to select. Click on “**Harvey, Starla**”, which will populate under “**Manager**”
- Enter **phone number**
- Enter a **password**.
- **Confirm password**, by entering the password you just created, a second time.
- Once the registration has been approved, an email will be sent to you within 24 hours. Remember to check your SPAM or junk email for the confirmation email.

If you already have an account, you will need to enter your username and password and click on “**Login**”.



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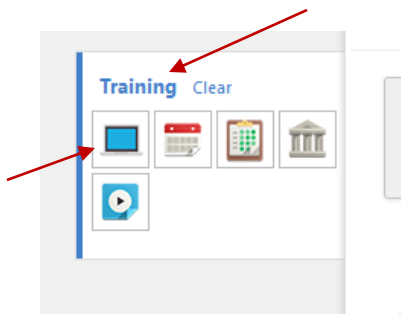
Need Help?
Please email: training@morcinc.org

Some search engines will ask if you want the “pop-up” blocked. Make sure your “pop-up” blocker is turned off.

From the MORC home page, scroll down and click on the “**Search**” icon.



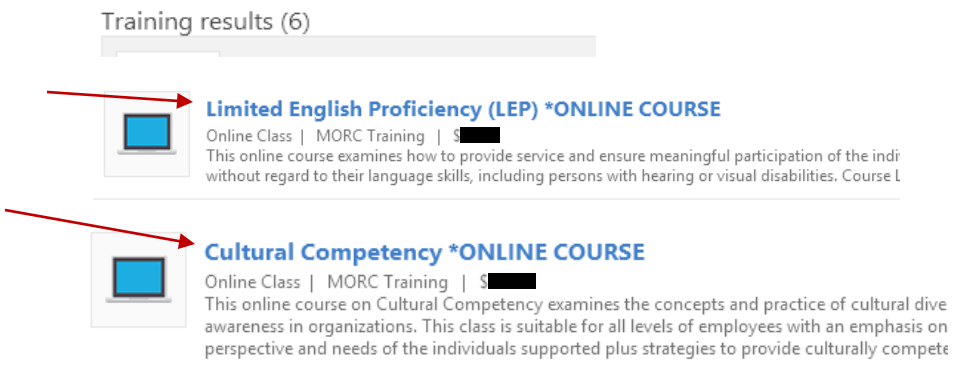
A Training tab will pop up in the left column. Click on “**Training**”. Then click on the computer icon for “**Online Class**”



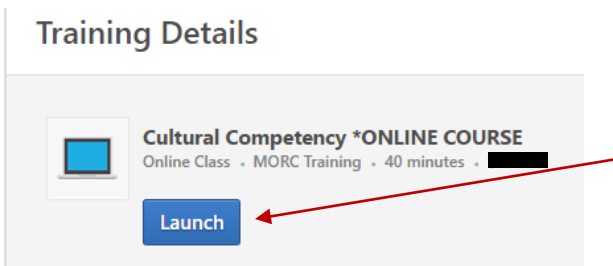
Training Results will show available Online classes.

Select **Limited English Proficiency (LEP)** or **Cultural Competency**

(There should be no training cost to you so disregard the cost information listed.)



Click on “**Launch**” to listen/watch the video and follow along with the PowerPoint presentation.



Once you have completed the entire video, you will need to exit out of the video/PowerPoint presentation to be able to access the Certificate of Completion.

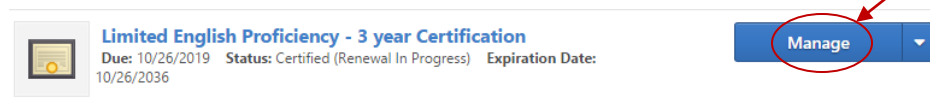
In order to print your certificate:

Click on the “Learning” tab



Your Transcripts and list of training will pop up.

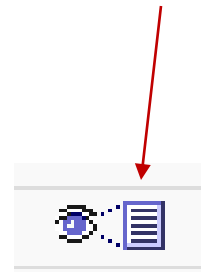
Find **Limited English Proficiency** and click on the “Manage” tab



Under “Certification” you will see a list of completed classes.

Click on the “Detail” icon

CERTIFICATION	
TITLE	TYPE
Re certification (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)	
Due Process/Medicaid Fair Hearing	External Training
Cultural Competency & Limited English Proficiency *UPDATE*	Event
Cultural Competency, Limited English Proficiency, Due Process	Event
Limited English Proficiency *INTRO*	Event
Limited English Proficiency (LEP) *ONLINE COURSE	Online Class

A red circle highlights the 'CERTIFICATION' header. A red arrow points to the row 'Limited English Proficiency (LEP) *ONLINE COURSE'.

Click on “Print Certificate”

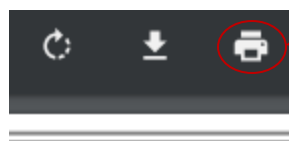
Limited English Proficiency (LEP) *ONLINE CO

Training Details

Training Type: Online Class
Provider: MORC Training
Version: 1.0
Training Hours: 0 Hours 30 Min
Description: This online course examines how to work with people with disabilities. Course Length = 30 minutes
Status: Completed [View Completion Page](#)
Training Purpose:
Due Date: None
Certificate: [Print Certificate](#)

A red circle highlights the 'Print Certificate' link, and a red arrow points to it from the right.

Click on **Printer icon** in the upper left corner.



**Send your *Limited English Proficiency* and *Cultural Competency Certificates* to our training department at:
sharvey@expertcare.com or bpeiffer@expertcare.com or training@expertcare.com