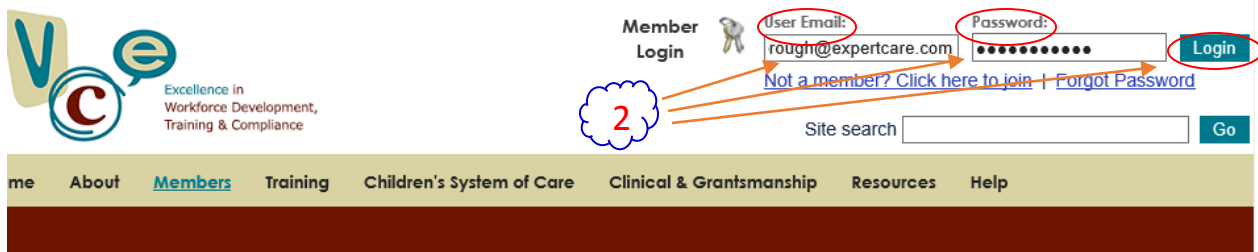
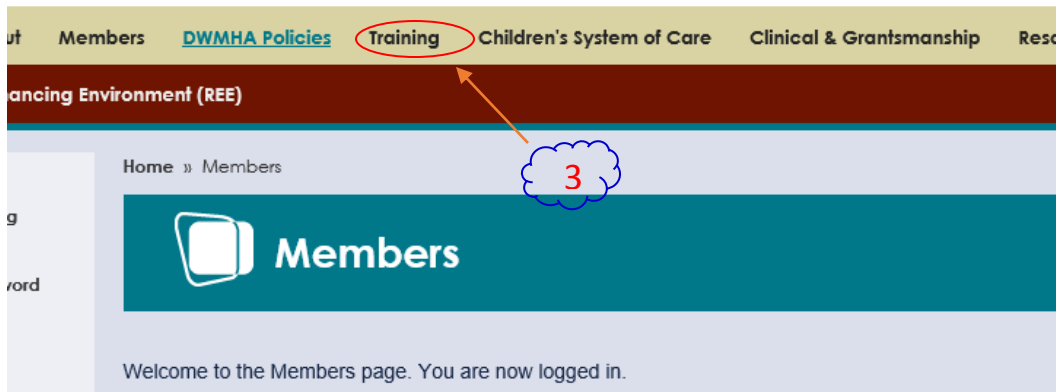


## VCE Cultural Competency Training Tutorial

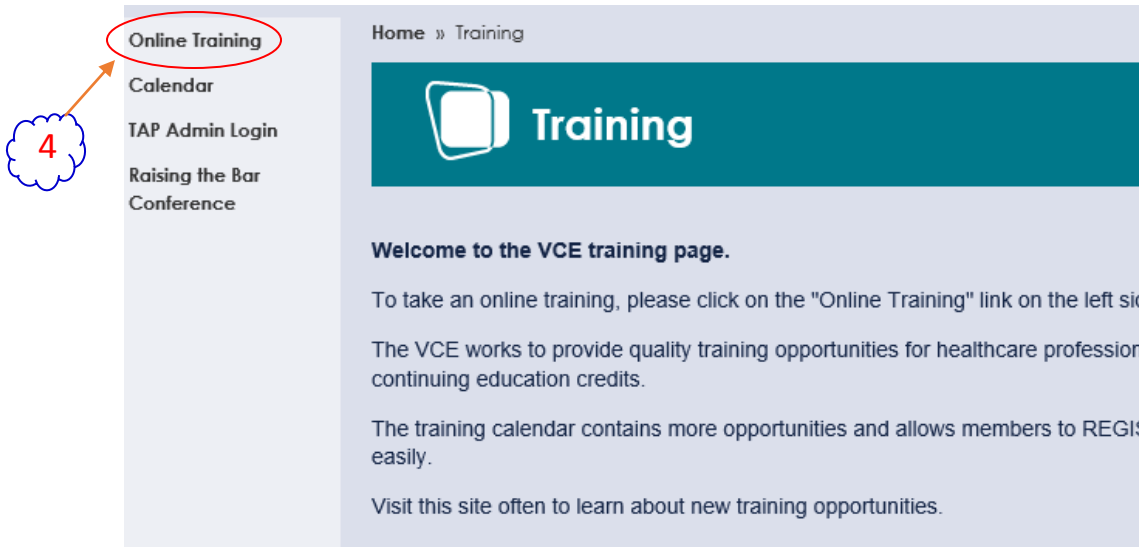
1. Go to <https://www.vceonline.org>.
2. On the top right corner, enter your user email and password, then click “Login”.



3. On the next page, click on “Training” on the top bar.



4. On the left side of the page, click on the link for “Online Training”.

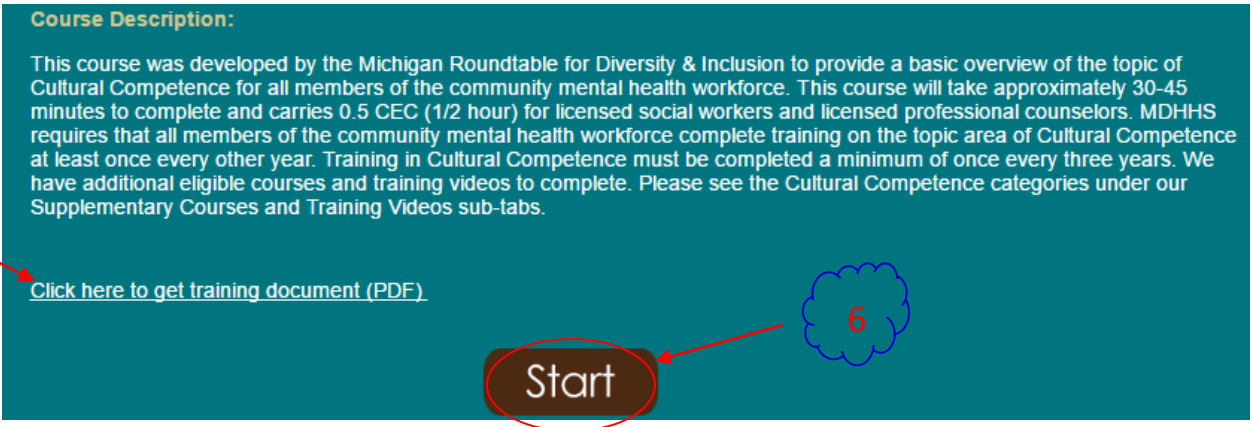


5. On the next page, scroll down and click on the hyperlink for “Cultural Competency”



## VCE Cultural Competency Training Tutorial

- A new tab will open and show a description for the online Cultural Competency training course. Prior to starting the training, click on **“Click here to get training document”**. The document will open in a separate window. You can refer back to the documents when taking the online quiz at the end of the training. Click **“Start”** to begin the course.



**Course Description:**

This course was developed by the Michigan Roundtable for Diversity & Inclusion to provide a basic overview of the topic of Cultural Competence for all members of the community mental health workforce. This course will take approximately 30-45 minutes to complete and carries 0.5 CEC (1/2 hour) for licensed social workers and licensed professional counselors. MDHHS requires that all members of the community mental health workforce complete training on the topic area of Cultural Competence at least once every other year. Training in Cultural Competence must be completed a minimum of once every three years. We have additional eligible courses and training videos to complete. Please see the Cultural Competence categories under our Supplementary Courses and Training Videos sub-tabs.

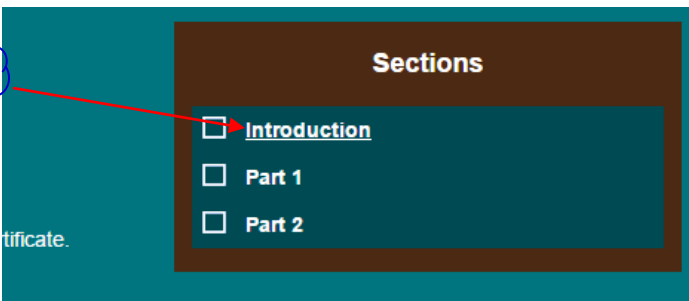
[Click here to get training document \(PDF\)](#)

**Start**

Callout 6 (cloud) points to the link "Click here to get training document (PDF)".

Callout 6 (cloud) points to the "Start" button.

- On the right of the page, there will be 3 sections to complete. Click on the link for **“Introduction”**.

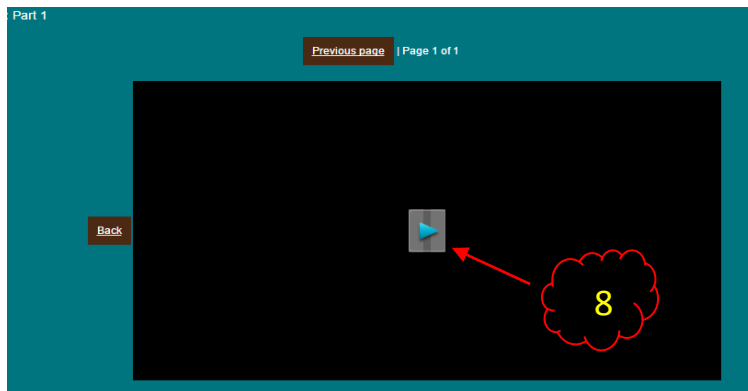


**Sections**

- [Introduction](#)
- Part 1
- Part 2

Callout 7 (cloud) points to the "Introduction" link.

- The next page will show a video. Click on the arrow to begin the video. It is about 6 ½ minutes long.



Part 1

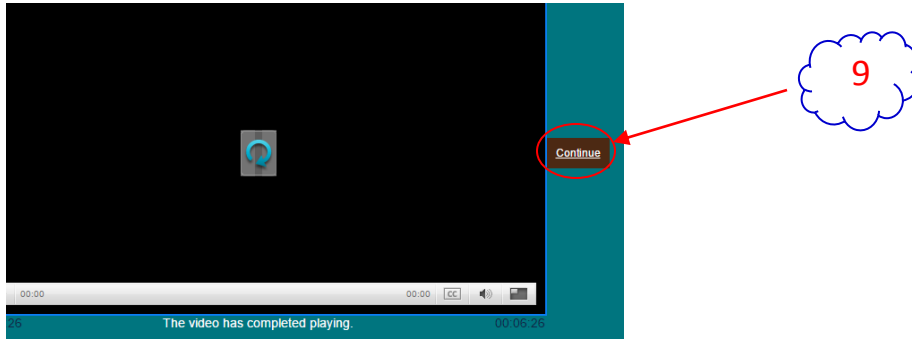
[Previous page](#) | Page 1 of 1

[Back](#)

Callout 8 (cloud) points to the play button.

## VCE Cultural Competency Training Tutorial

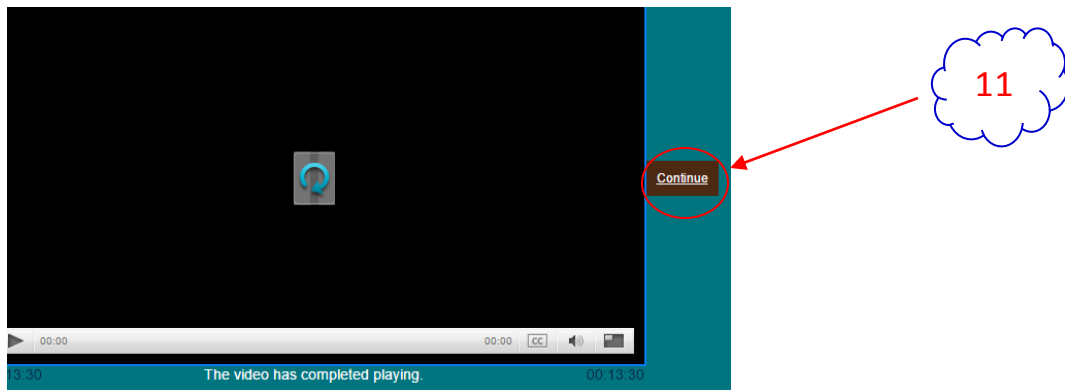
9. When the video is finished, click “**Continue**” to the right of the video.



10. On the right side of the page, click on the link for “**Part 1**”. The next page will show a video. Click on the arrow to watch the next video. This video is about 13 ½ minutes long.

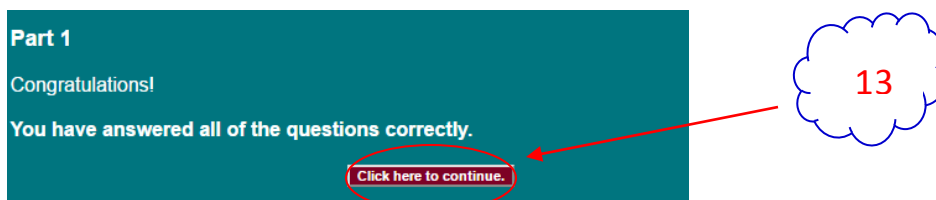


11. When the video is finished, click “**Continue**” to the right of the video.



12. The next page will take you to the online quiz. It is 5 questions long. Click on the bubbles next to the answer you believe to be correct for each question accordingly. Then click “**Submit**”.

13. You must answer each question correctly before completing the course. However, you are allowed to retake the quiz as many times as needed. When finished, click on the link **to proceed to printing certificate**.

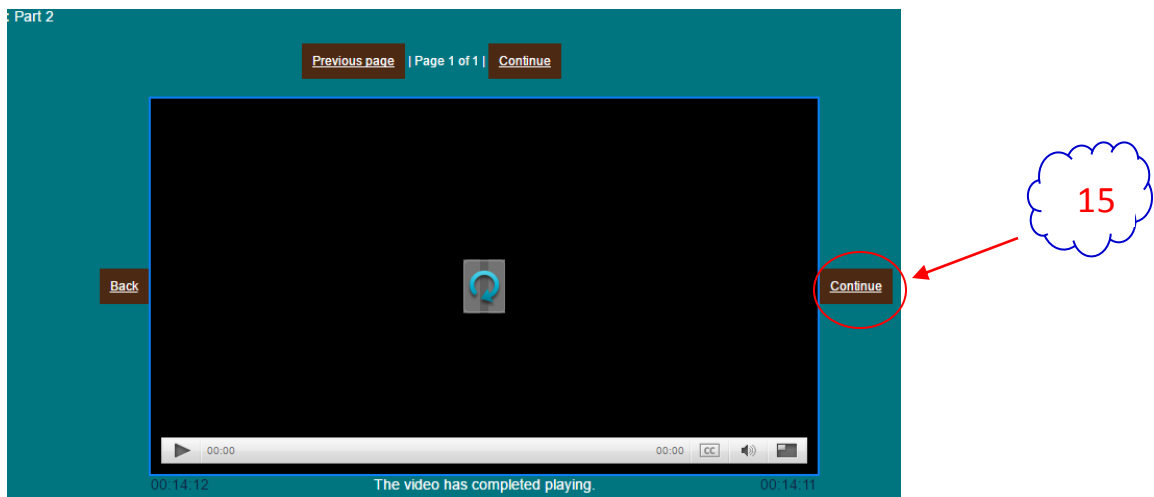


VCE Cultural Competency Training Tutorial

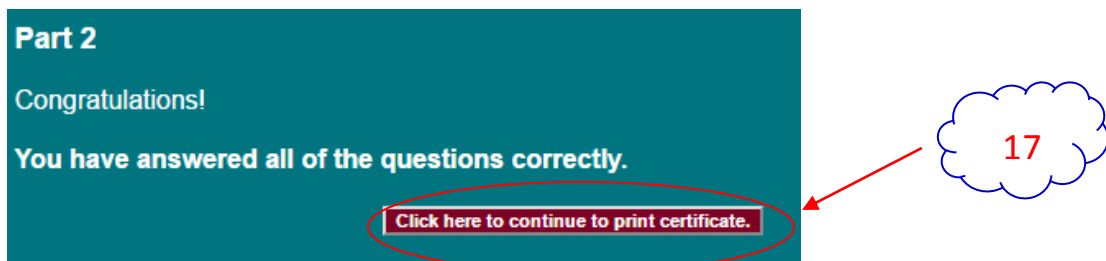
14. On the right side of the page, click on the link for “**Part 2**”. The next page will show a video. Click on the arrow to watch the next video. This video is about 14 minutes long.



15. When the video is finished, click “**Continue**” to the right of the video.

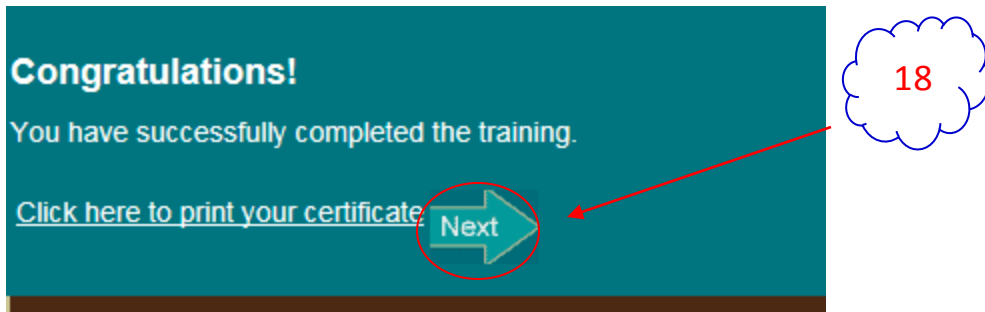


16. The next page will take you to the online quiz. The quiz is 8 questions long. Click on the bubbles next to the answer you believe to be correct for each question accordingly. Then click “**Submit**”.
17. You must answer each question correctly before completing the course. However, you are allowed to retake the quiz as many times as needed. When finished, click on the **link to proceed to printing certificate**.

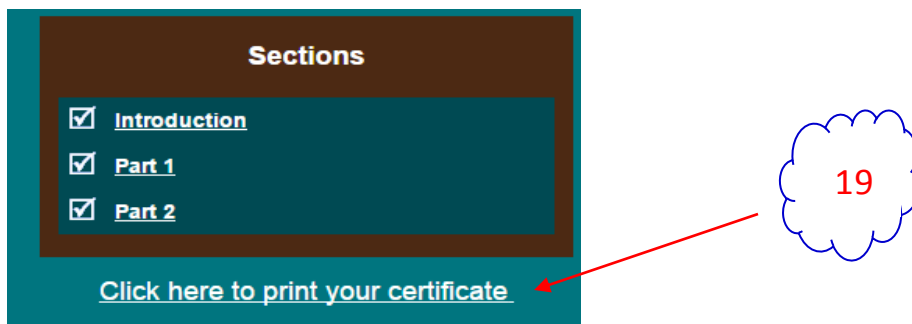


## VCE Cultural Competency Training Tutorial

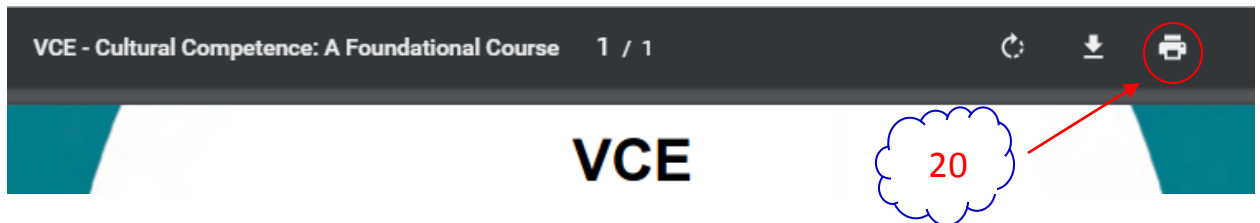
18. Click on the hyperlink to load your **certificate of completion**. Two windows may appear depending on which internet browser you are using.



19. On the right side, click on "Click here to print your certificate".



20. Click on the **Print icon** to print your certificate for your records. Then, email your certificate to ExpertCare to [training@expertcare.com](mailto:training@expertcare.com) to complete your training requirements.



21. If you do not have an available printer, click on the **Download icon** and you can save your training certificate and then email your certificate of completion to ExpertCare at [training@expertcare.com](mailto:training@expertcare.com).

