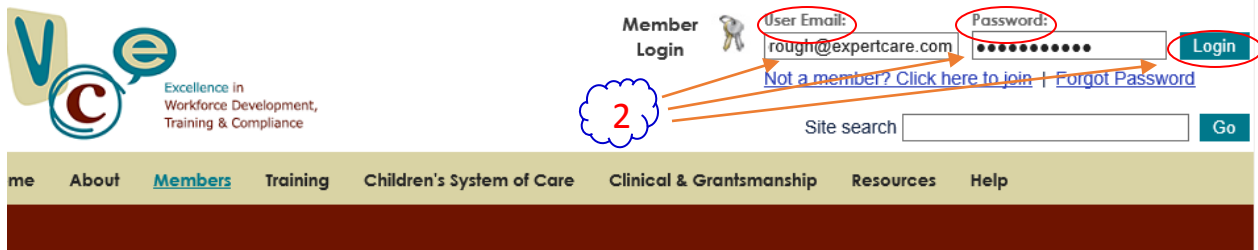
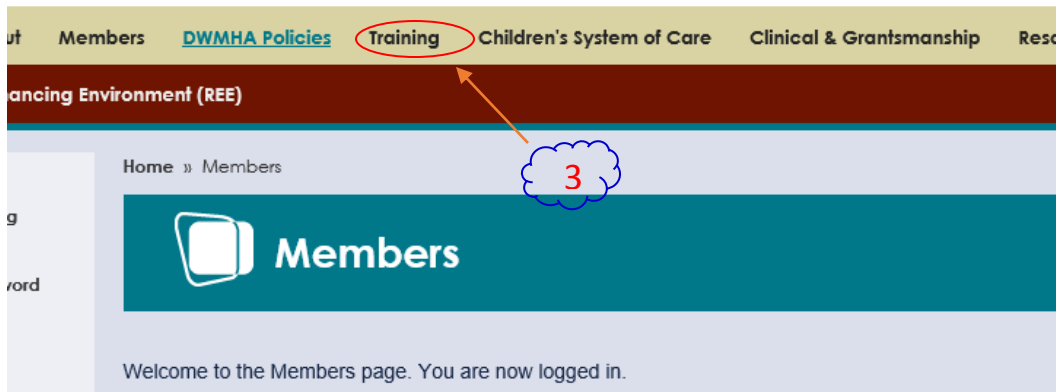


## VCE - Limited English Proficiency Training Tutorial

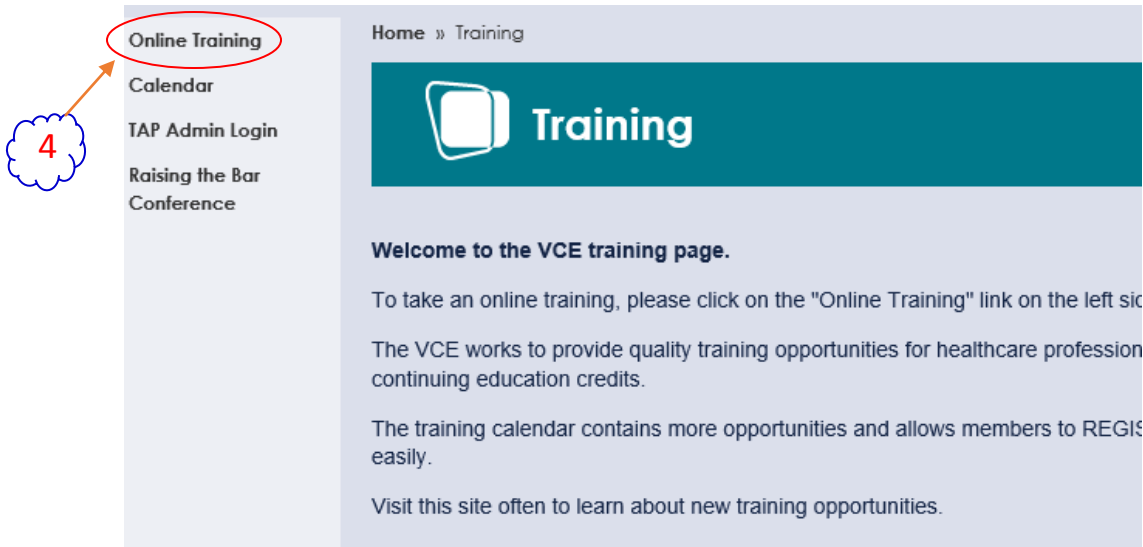
1. Go to <https://www.vceonline.org>.
2. On the top right corner, enter your user email and password, then click “Login”.



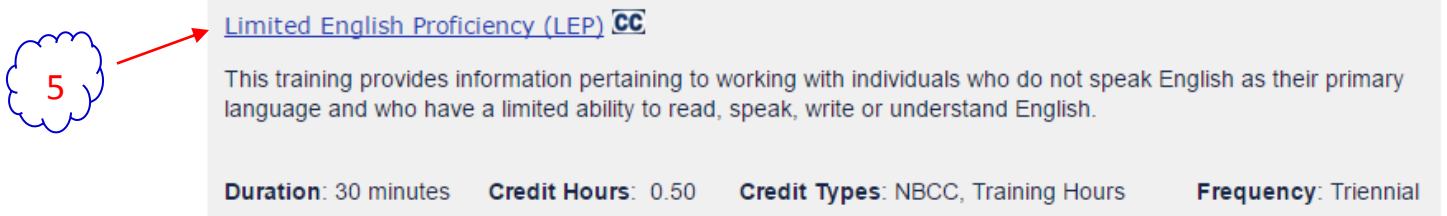
3. On the next page, click on “Training” on the top bar.



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

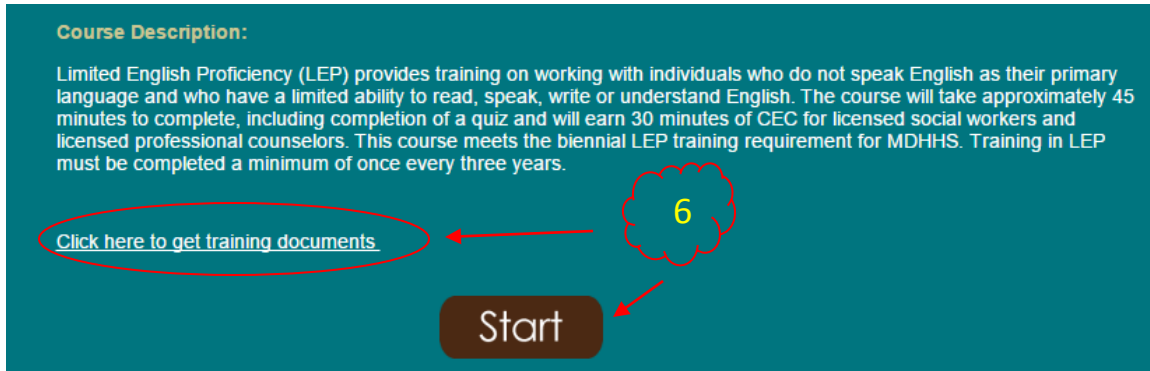


5. On the next page, scroll down and click on the hyperlink for “Limited English Proficiency (LEP)”.

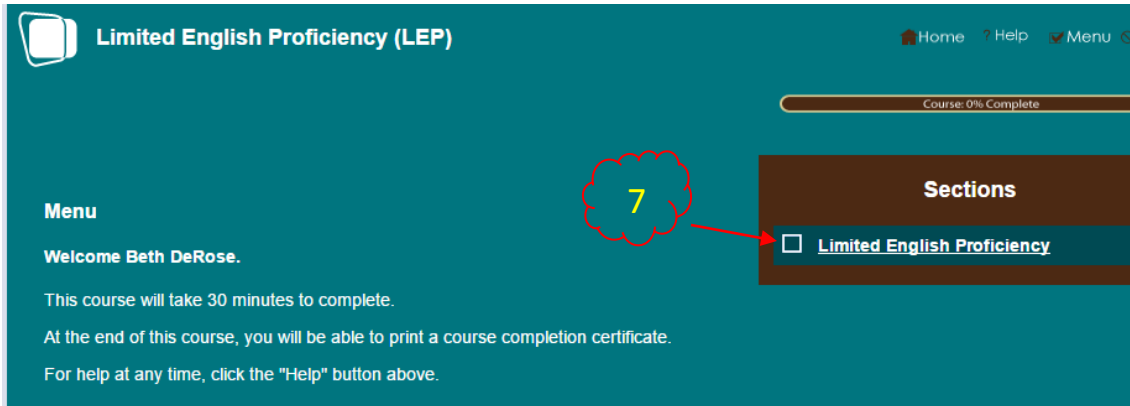


## VCE - Limited English Proficiency Training Tutorial

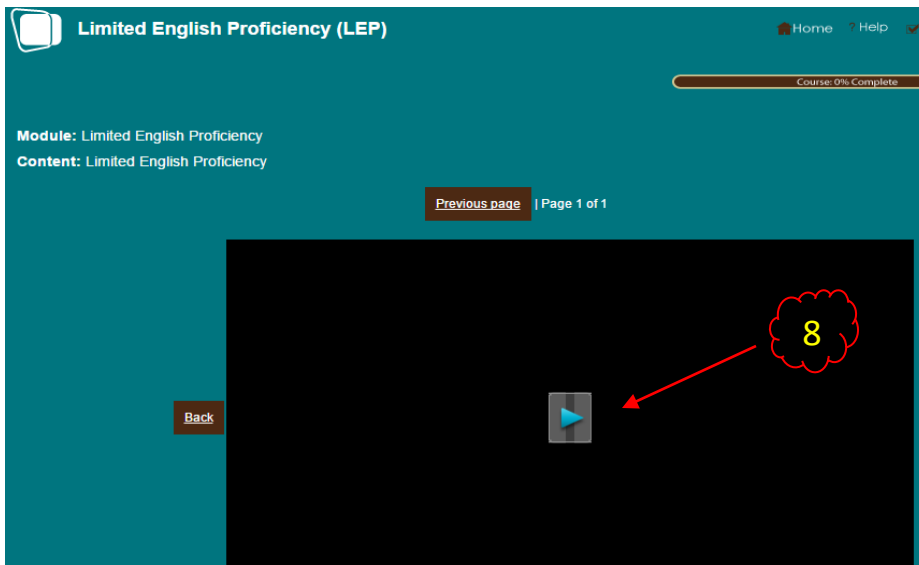
- A new tab will open and show a description for the online LEP training course. Prior to starting the training, click on **“Click here to get training documents”**. The documents will open in a separate window. You can refer back to the documents when taking the on-line quiz at the end of the training.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



- On the right of the page, click on the link for **“Limited English Proficiency”**.

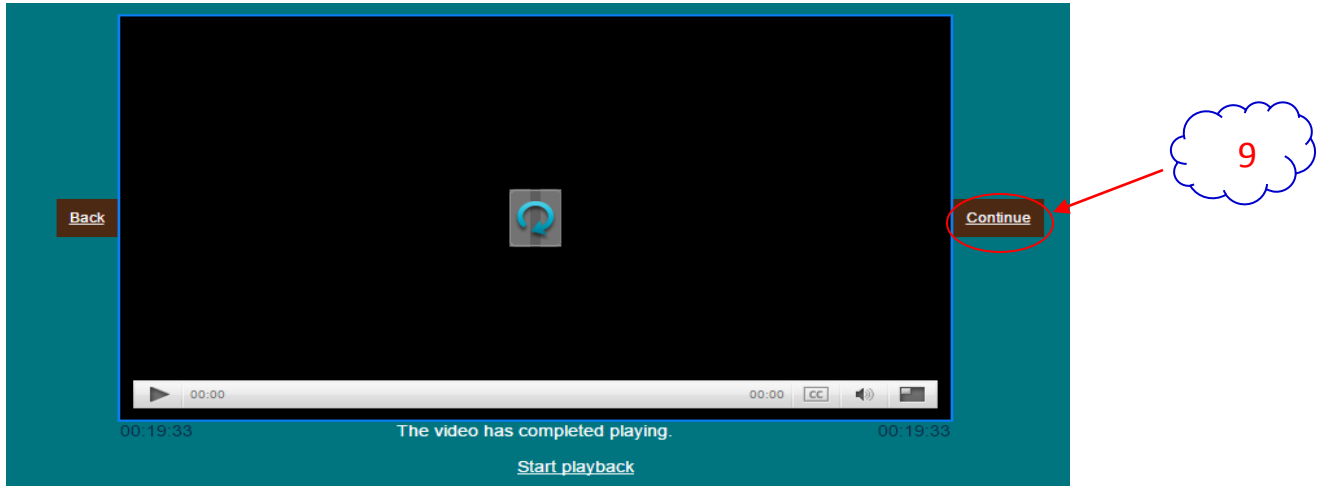


- The next page will show a video. Click on the arrow to begin the video. It is about 19 minutes long.

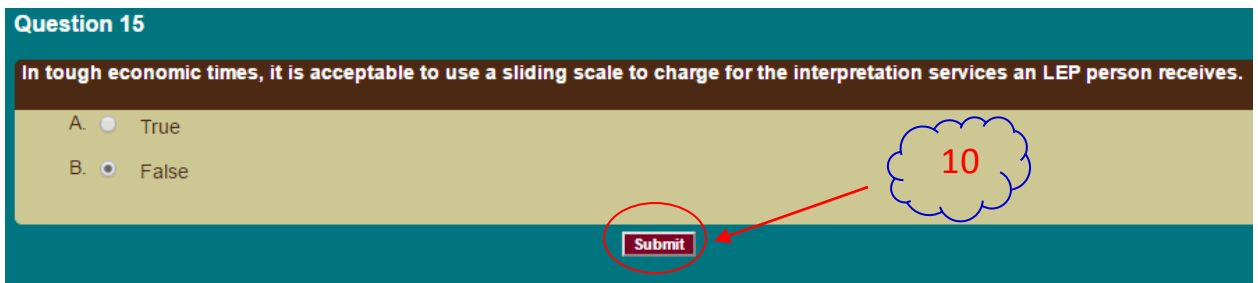


## VCE - Limited English Proficiency Training Tutorial

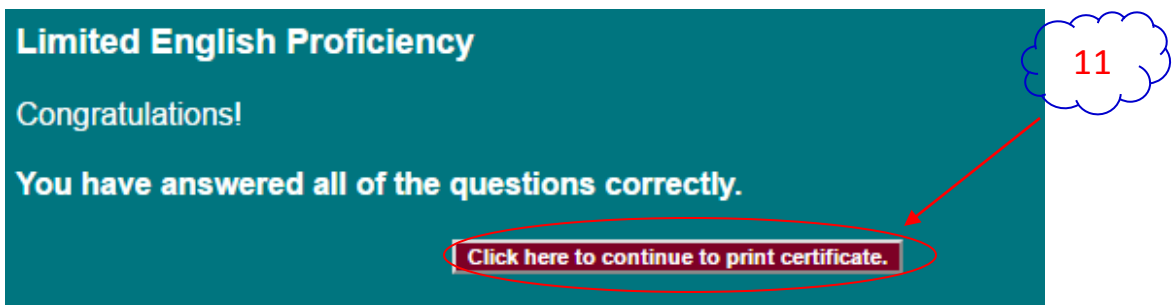
9. When the video is finished, click **“Continue”** to the right of the video.



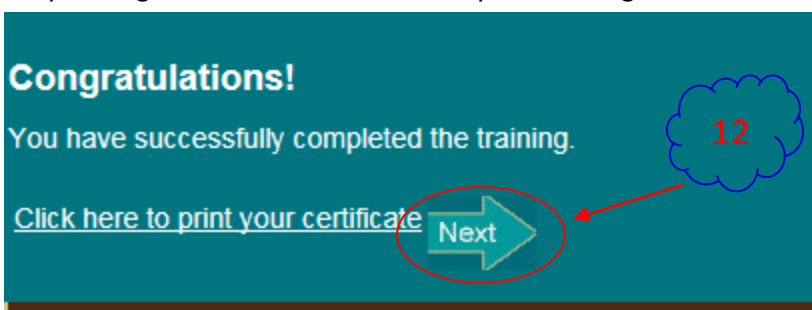
10. The next page will take you to the online quiz. It is 15 questions long. Click on the bubbles next to the answer you believe to be correct for each question accordingly. Then click **“Submit”**.



11. 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**.



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



## VCE - Limited English Proficiency Training Tutorial

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



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

