Welcome

I am excited to accept you into our inaugural cohort of AHEC Scholars. My name is Shauna Heathco, I will be your primary point of contact for questions about the program.

Shauna Heathco
app.program@wcahec.org
970.434.5474 ext. 7

The next step in your enrolment process is to fill out a survey (if you have not done so already). We would like to learn about your attitudes, knowledge and skills related to the content of this program. Please complete the survey by copying this link into your browser: https://ucdenver.co1.qualtrics.com/jfe/form/SV_dncwj3xD0oO8yNf.

Once you complete this survey, we will create a Canvas account for you. Canvas will be the platform you use to access the content of the class, to communicate with your cohort and me, and to report your experiential hours. After 3-7 days you will receive an e-mail with a link to the AHEC Scholars Portal in Canvas. You may then login and begin moving through the didactic portion of your learning. Tutorial videos have been created to help you navigate Canvas. You may also reach out to me if you are having trouble.

Program Requirements:

1 Year Program-

40 Hours of Didactic Time (online/in person trainings)

40 Hours of Experiential Time (hands on training)- Below is a list of the requirements for your experiential hours.

- Team based
- Inter-professional (two or more health professions interacting)
- In a rural or underserved area
- And if you are already receiving credit for completing experiential training that meets the above objectives, they may also count for AHEC Scholars!

To get credit the process is simple:

1. E-mail me a description of what you would like to do for your experiential learning hours.

2. I will respond approving or denying this activity. If I deny I will explain why and may suggest some alternative choices.

3. You complete your hours, and have your supervisor sign a letter.
● This letter needs to include:
  o Date
  o The name of the supervisor
  o Your name
  o The location of your experience
  o The number of hours completed at this site
● You will then upload this letter into the experiential learning module on the AHEC Scholars Portal.
● I will then approve and record those hours.
● This will provide you with an ongoing count of your hours

Again, I am excited to have you as a part of this AHEC Scholars cohort.

Sincerely,

Sahuna Heathco

WCAHEC Scholars Coordinator

Please Read This Packet Entirely!
Student Responsibilities

☐ Apply for AHEC Scholars: [https://formstack.io/E7024](https://formstack.io/E7024)

☐ Complete Pre-Survey: [https://ucdenver.co1.qualtrics.com/jfe/form/SV_dncwj3xD0oO8yNf](https://ucdenver.co1.qualtrics.com/jfe/form/SV_dncwj3xD0oO8yNf)

☐ Complete online modules in Canvas. (40 Hours)

☐ Requests approval for Experiential Learning.

☐ Completes experiential learning activities, gets a letter signed by supervisor and uploads to canvas (40 Hours)

☐ Communicate with AHEC Scholars Coordinators
  - During monthly check-ins
  - Experiential hour check-ins
  - Change in employment
  - Graduation from program
  - Withdrawal from the program (must give explanation)

☐ Complete annual survey and completion survey

☐ Complete program within specified time frame. ONE YEAR.
How to navigate Canvas

1. Once you have received your login information: login to Canvas.
   https://canvas.instructure.com/login/canvas

2. Your screen should look like this. Please read intro page and watch AHEC Navigation Video!

3. AHEC Navigation Video Link: https://youtu.be/YnPtN_mQ28U
   a. Learn how to navigate Canvas portal (video format)
4. **Click on “Available Trainings”** at the top of your Canvas home page
a. This will be the page you use to access all of your AHEC Scholars Modules
   i. Each Section has a required amount of hours
b. Pick one to get started in! (I am going to show you the “Current and Emerging Issues” section. The others are very similar)
5. Current and Emerging Issues page (remember that they are all set up in a similar format)
   a. Here you will find…
      i. **Hour requirements** for this learning area
      ii. Module List, Module Description, and instructions on how to access the modules
      iii. "Submit Certificate" button

### Current and Emerging Issues

**Hour Requirements**

Current Emerging Issues (CEI) which seeks to improve healthcare providers' response. Colorado AHEC has chosen these topics as especially relevant to those entering the healthcare field in our state: Colorado's Response to the Opioid Epidemic, Marijuana, Oral Health, Mental Health, Suicide Prevention, and Health Effects of Oil and Gas Extraction.

You will need to complete a minimum of 10 hours in this content area. Please submit your certificates of completion using the designated button specific to that training. You will only receive credit for completing any of the trainings by uploading the correct certificate. Have you completed a, coordinator approved, in-person training that fits in this content area? Scroll to the bottom of the page to learn more about submitting these hours or [click here](#) to jump to that section.

<table>
<thead>
<tr>
<th>Training Name (Earnable Hours) Submission Button</th>
<th>Training Description</th>
<th>How to Access the Training</th>
</tr>
</thead>
</table>
| Relationship of Oral and Systemic Health (1 hr)  | This course addresses the nature, prevalence, and consequences of oral disease throughout the life cycle with a focus on correlations between oral and systemic health. | - Click the [Registration](#) on the website.  
- Choose the module you would like to complete from the list.  
- Click on "Launch Course"  
- A popup will appear for the module. If you have a popup blocker please make sure this is disabled.  
- Click the "next" button on the module popup  
- You will be prompted to create an account or sign in.  
- After signing in, you will be taken to an instructions page. Once you have read through the instructions, click "next" to begin going through the material. |

**Submit Certificate**
Submitting Didactic Certificates

When modules are completed, you will receive a certificate. This will teach you how to submit your certificates.

**IMPORTANT: WHEN YOU COMPLETE A MODULE SAVE THE CERTIFICATE ON YOUR COMPUTER SO THAT YOU CAN ACCESS IT LATER FOR SUBMISSION.**

1. Log in to Canvas: [https://canvas.instructure.com/login/canvas](https://canvas.instructure.com/login/canvas)
2. In the middle of your home page - click on the “Available Training” link.
3. Pick the core content area that your certificate belongs to. (example: Practice Transformation, Current and Emerging Issues, etc.) Click on the link.
4. Once on the proper core content page, scroll down until you find the module that goes with your certificate. (For example: We are going to click on the Adult Oral Care Link)
   a. Hit the “Submit Certificate” button once you have found the correct module
5. Here are your submission instructions. Please read the instructions completely!

6. Once you are ready to submit your certificate
   a. Click the “Submit Assignment” button in top right corner of your page.
b. Click “Submit Assignment” (Please make sure that your upper right-hand corner of the screen has a 🔴Submitted!🔴 if not try to resubmit certificate)

Congratulations you just submitted your first AHEC Scholars Assignment!!!
Submitting Experiential Hours

1. Log in to Canvas: [https://canvas.instructure.com/login/canvas](https://canvas.instructure.com/login/canvas)
2. In the middle of your home page- click on the “Experiential Hours” link.
   a. Read the overview and instructions

Next Page
3. At the bottom of the page you will find your submission buttons. Click on the first one to upload your first set of hours. (if you need to submit more than one set of hours you will use the next set of buttons on the screen)

The buttons below link to the individual uploads for each letter of hours you need to submit for Year 1. When uploading more than one letter, please follow the submission links in numerical order.

Y1. 1st Submission
Y1. 2nd Submission
Y1. 3rd Submission
Y1. 4th Submission
Y1. 5th Submission

The buttons below link to the individual uploads for each letter of hours you need to submit for Year 2. When uploading more than one letter, please follow the submission links in numerical order.

Y2. 1st Submission
Y2. 2nd Submission
Y2. 3rd Submission
Y2. 4th Submission
Y2. 5th Submission

4. Read all the instructions before uploading your document!

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Uploads and Submitting Experiential Hours

1. Read through all the instructions first.
2. Make sure you read all the instructions before uploading your first set of hours.
3. You will be asked to submit information about your site. If the information in all your site, you may upload at any time. You must have the following available:

   - Site name
   - Site address (city, state, zip)
   - Site phone number
   - Site location
   - Name of site
   - Site address (city, state, zip)
   - Site phone number
   - Site location

4. Click on the Submit Site button at the bottom of the page to start your submission.
5. For the first virtual set of hours you will need to go to the "Upload Site" option to complete your virtual site and select your letter of hours to upload.
6. Click on the Submit Site button at the bottom of the page to submit your information.
7. Your regional coordinator will review your submitted and accepted. If you need to submit a letter of hours, please email support@springfield.edu.

We highly recommend keeping copies of your submissions in case a hard copy is needed.
5. Click on the “Resume Quiz” button at the bottom of your page

6. Scroll down and answer questions 1-12
7. Question 13: Upload your document
   a. Click “choose file” and select the correct document
8. Once you have uploaded your document, scroll all the way to the bottom of the screen and click “Submit Quiz” (bottom right hand corner)

Congratulations you just submitted your first set of Experiential Hours!!!
In-Person Events

You do not have to input “In-Person Events”, I will do that for you.

In-Person Events is where credit is given for a pre-approved event or webinar that is not in Canvas.

I will send out Didactic Opportunities that may be in person, a webinar, or a zoom meeting. When I send out the information, I will include the amount of time it will count for. And you must let me know that you completed it (so that I can give you credit).