



National Respite Care Provider Training

STEP-BY-STEP PROCESS TO BEGIN THE RESPITE CARE PROVIDER TRAINING COURSE

Step 1: Create an Account

- Go to freetrainings.net.
- Sign up by creating an account.
- You may be asked to confirm your email address with a verification code. If you do not see the verification email, check your spam/junk folder.

Step 2: Complete Your Profile

- After account creation, you will be prompted to complete your profile.
- If you do not see this prompt, complete your profile by clicking [this link](#).

Step 3: Access First-Time Log-In Instructions

- You will receive an email with first-time log-in instructions.
- If you do not see the email, check your spam/junk folder.

Step 4: Receive Course 100 Link

- Once your profile is completed, you will receive an email with a link to Course 100.
- Again, check your spam/junk folder if you do not see the email.

Step 5: Complete Course 100 and Survey

- After finishing Course 100, you will receive an email with a survey.
- You must complete this survey before moving on to Course 101.

Step 6: Complete Course 110 and Final Test

- At the end of Course 110, you must take a test.
- You must score **100%** to pass, but you can retake it as often as needed.

Step 7: Complete the Final Survey

- After passing the test, you will receive another email with a survey.
- You must complete this survey to receive your training certificate.

Step 8: Receive Your Training Certificate

- Once the final survey is completed, your training certificate will be emailed to you.

Need Help?

- If you have any questions, email info@respitcarewi.org.

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