

Learner: CareLearn Guide

How to Access Continuing Education (CE) credits

CareLearn offers free online continuing education courses for non-union, family and paid long-term care workers in Washington State. **If you are eligible to use CareLearn**, you can start earning CE as soon as you set up your account.

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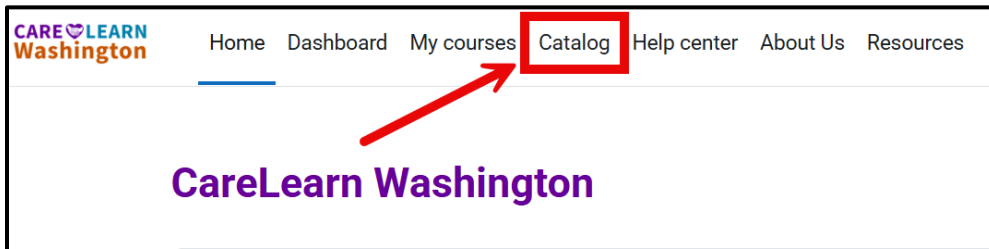
Log in to CareLearn

1. Go to www.carelearnwa.com.
2. Log in to your CareLearn account.

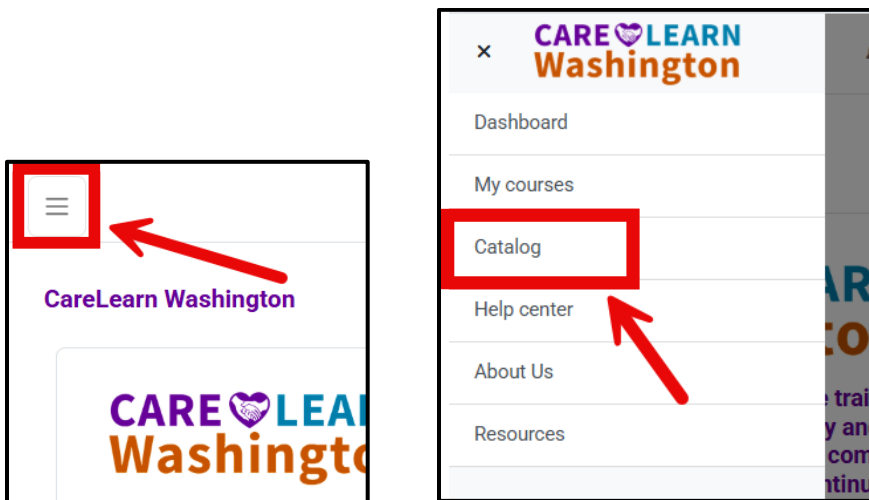
Go to the Course Catalog

3. Select **Catalog** from the menu options.

This is how it looks on a desktop computer:



This is how it looks on a mobile device:

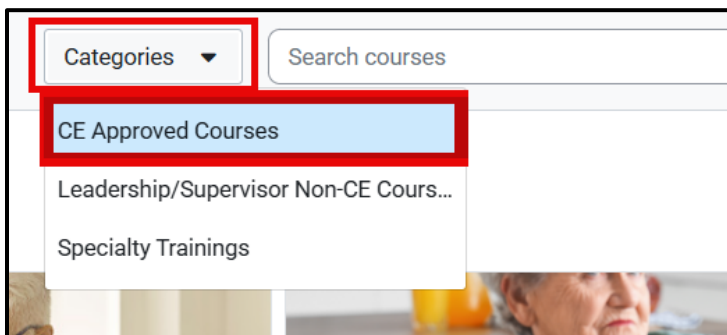


4. The **Catalog** page shows all the currently available CareLearn courses.

Sort and filter to find the best course for you

From a desktop computer

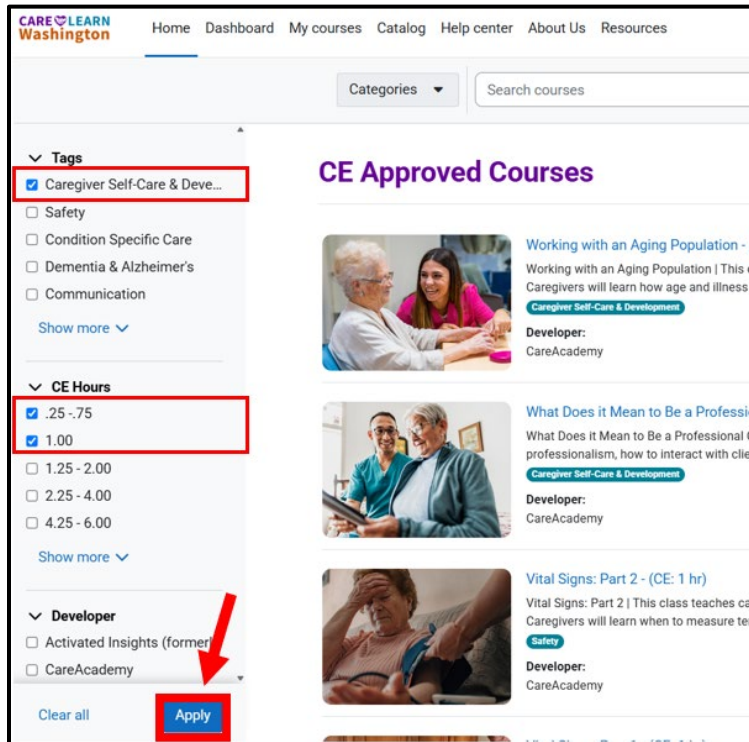
5. Select **Categories** and a drop-down will display. Select **CE Approved Courses**.
- a. Note: The available categories and courses in each category may change over time.



6. Filter options will automatically display to the left.

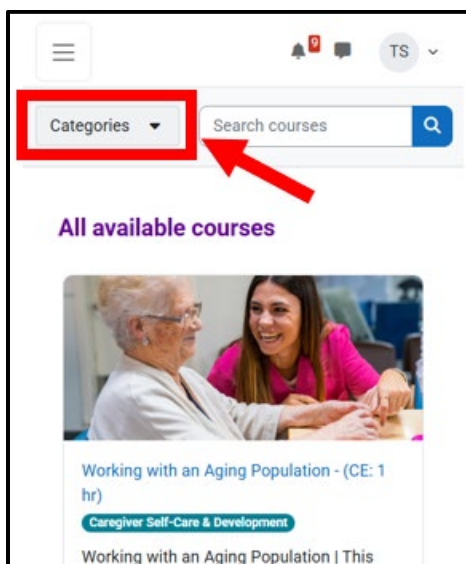
7. Select your filter(s), then select **Apply**.

a. You can filter by course topic, number of CE hours and more!



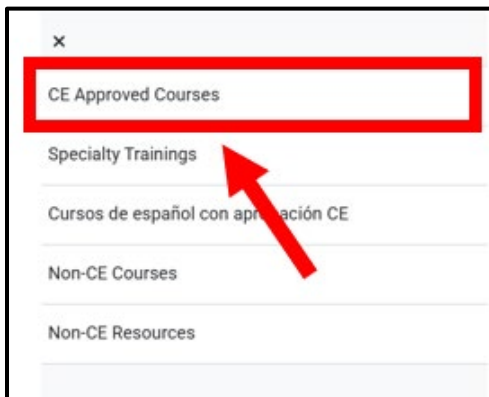
From a mobile device

8. Select **Categories** and a menu will display.

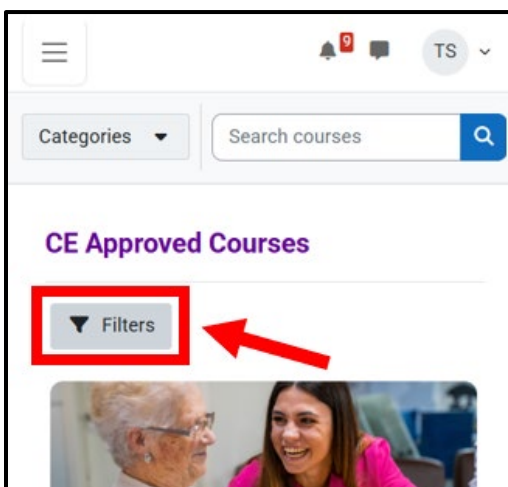


9. Select **CE Approved Courses** from the menu.

a. Note: The available categories and courses in each category may change over time.

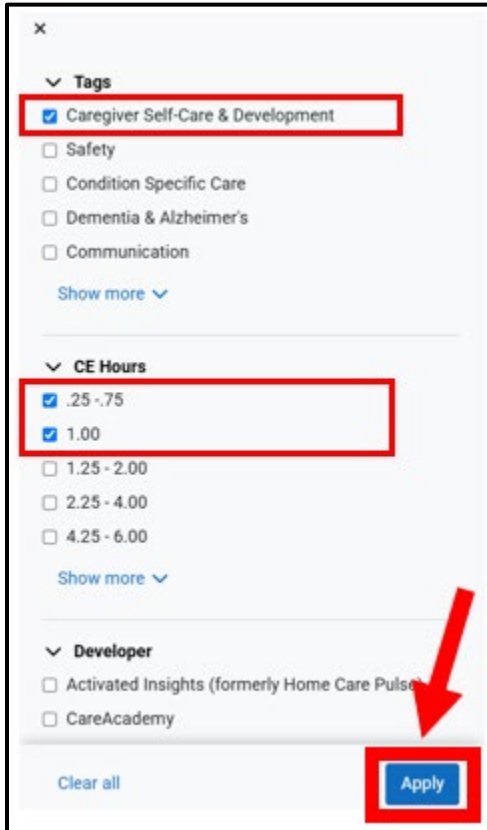


10. Select the **Filters** button. Filter options will automatically display.



11. Select your filter(s), then select **Apply**.

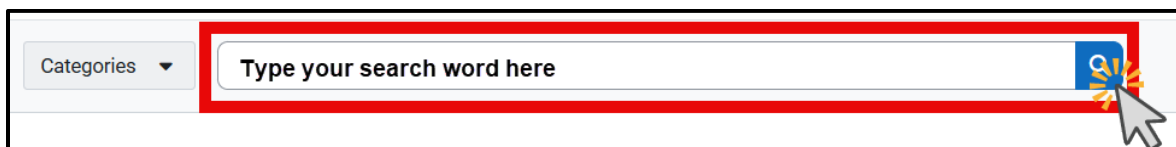
a. You can filter by course topic, number of CE hours and more!



Search for a specific course

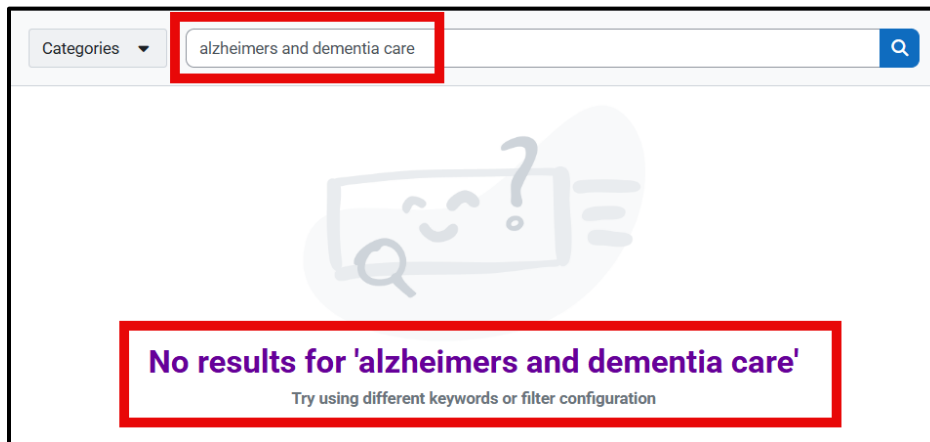
12. Use the **search field** at the top of the screen to search by keyword or course name.

a. Courses with your search word(s) in the course name or course description will display below.

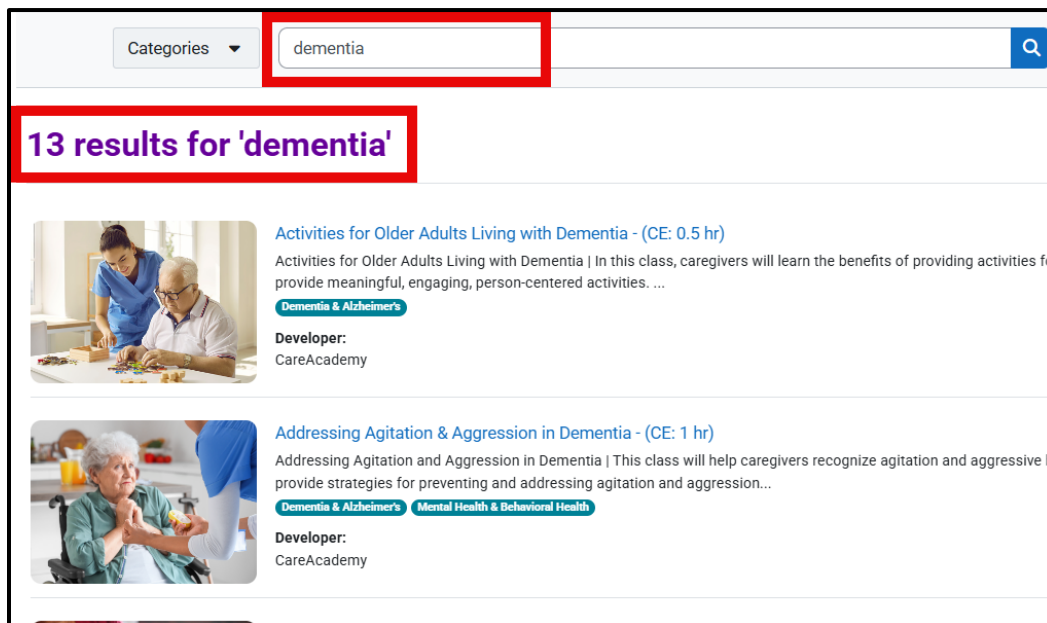


13. Keep your search word(s) general to get better results.

a. Example: Searching for “alzheimers and dementia care” is too specific.

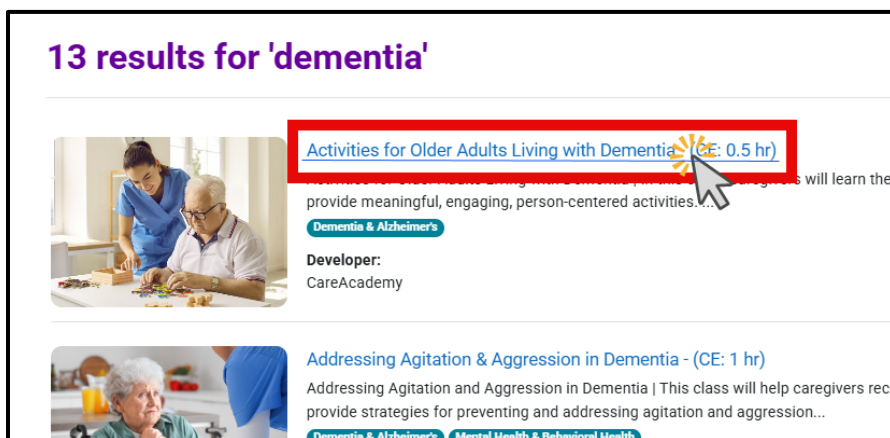


b. Example: Searching by just “dementia” gets more results.



Select a Course

14. Select the **course name** (it will look like a link).



13 results for 'dementia'

 [Activities for Older Adults Living with Dementia](#) (CE: 0.5 hr)

provide meaningful, engaging, person-centered activities...

Dementia & Alzheimer's

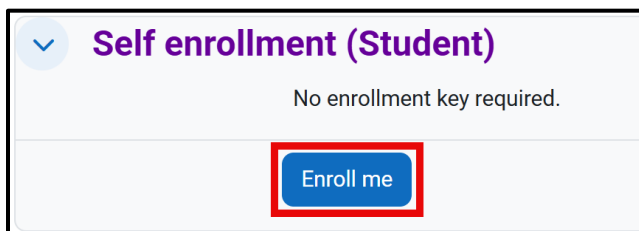
Developer:
CareAcademy

 [Addressing Agitation & Aggression in Dementia - \(CE: 1 hr\)](#)

Addressing Agitation and Aggression in Dementia | This class will help caregivers recognize and provide strategies for preventing and addressing agitation and aggression...

Dementia & Alzheimer's **Mental Health & Behavioral Health**

15. For some courses you must select, **Enroll me**. For others, enrollment is automatic.



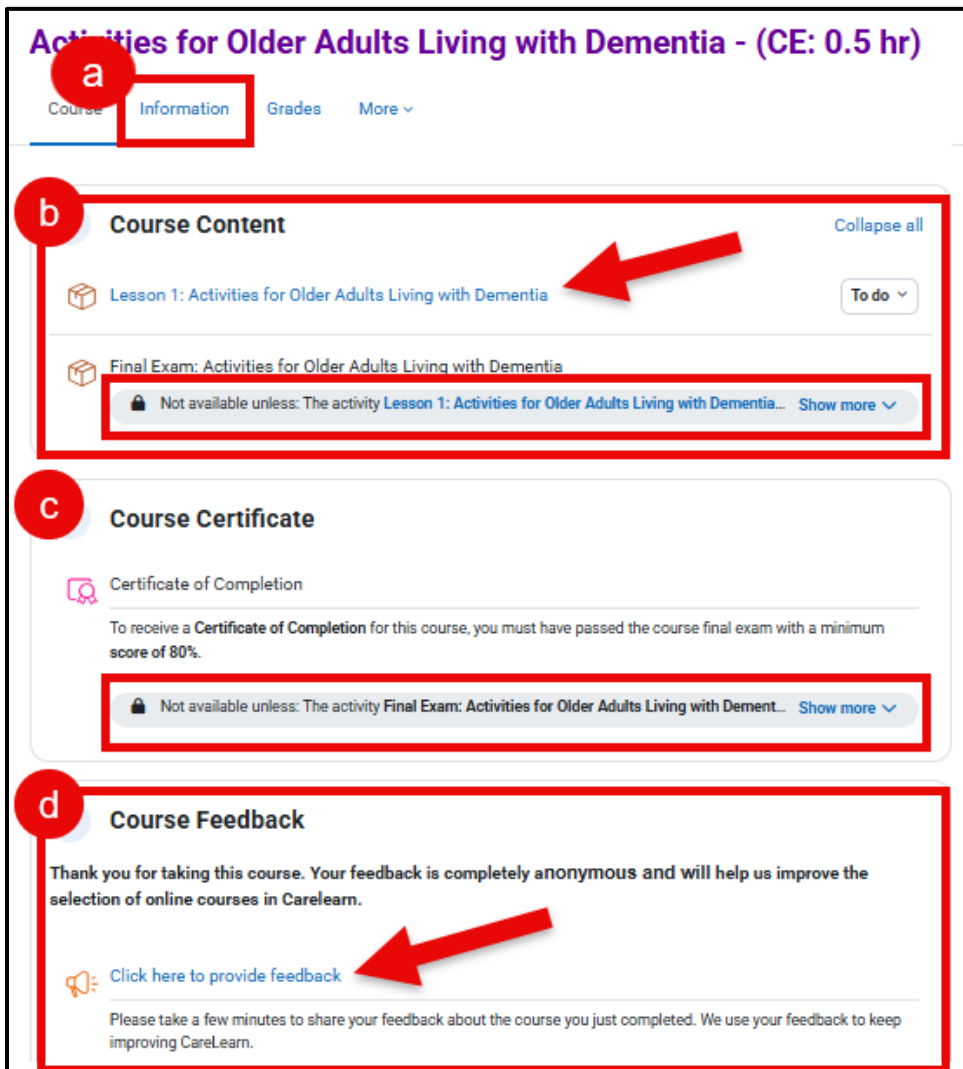
▼ **Self enrollment (Student)**

No enrollment key required.

Enroll me

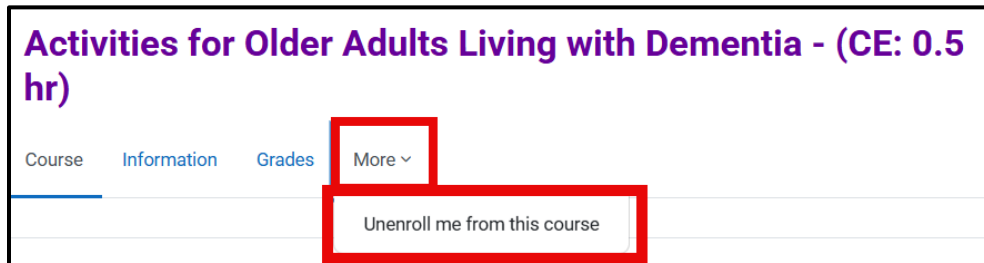
16. From the course page, you can:

- a. Select **Information** to view additional course details.
- b. View the Course Content. Select the **first link** under Course Content to start the course. You can't access the final exam until you complete all lessons in order.
- c. You can't access the Course Certificate until you complete the course content.
- d. Select the **Click here to provide feedback** link at any time to share feedback about your experience with the course.



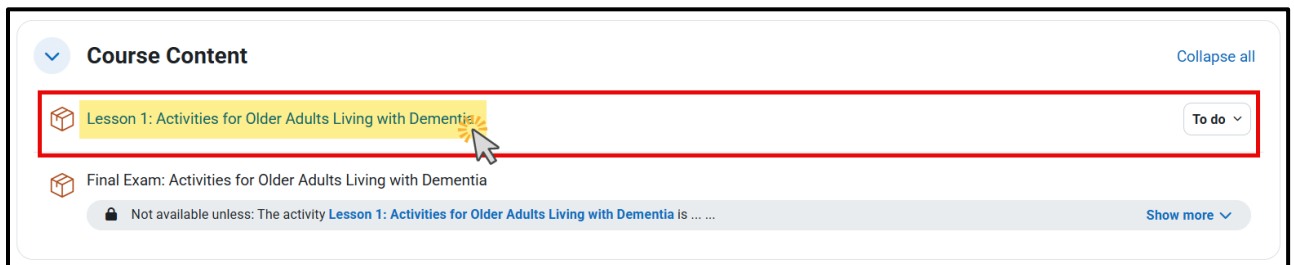
The screenshot shows the course page for "Activities for Older Adults Living with Dementia - (CE: 0.5 hr)". The page has a navigation bar with "Course", "Information", "Grades", and "More". The "Information" tab is selected and highlighted with a red box and a red circle labeled 'a'. Below the navigation bar, the "Course Content" section is highlighted with a red box and a red circle labeled 'b'. It lists "Lesson 1: Activities for Older Adults Living with Dementia" and "Final Exam: Activities for Older Adults Living with Dementia". A red arrow points to the Lesson 1 link. A red box highlights the lock icon and the message "Not available unless: The activity Lesson 1: Activities for Older Adults Living with Dementia..." with a "Show more" link. Below the Course Content section, the "Course Certificate" section is highlighted with a red box and a red circle labeled 'c'. It shows a "Certificate of Completion" and a message: "To receive a Certificate of Completion for this course, you must have passed the course final exam with a minimum score of 80%." A red box highlights the lock icon and the message "Not available unless: The activity Final Exam: Activities for Older Adults Living with Dement..." with a "Show more" link. At the bottom, the "Course Feedback" section is highlighted with a red box and a red circle labeled 'd'. It includes a thank you message and a link "Click here to provide feedback" with a red arrow pointing to it. Below the link, it says: "Please take a few minutes to share your feedback about the course you just completed. We use your feedback to keep improving CareLearn."

- e. Select More, then **Unenroll me from this course** to unenroll.



Start a Course

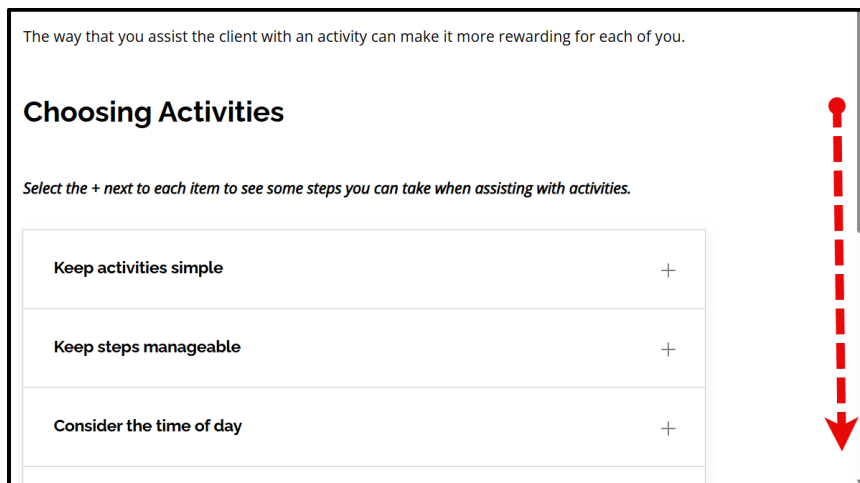
17. Select the **first link** under Course Content to start the course.



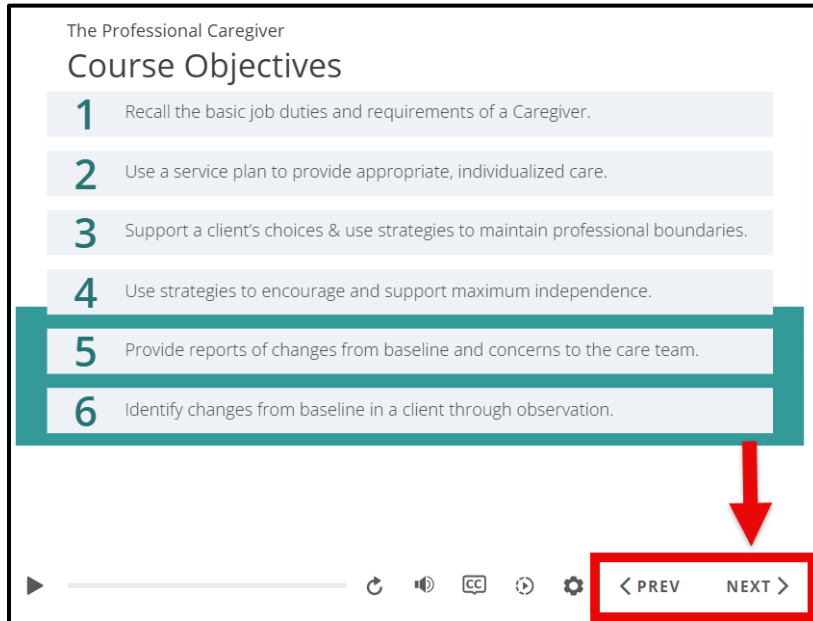
18. The course will automatically open and begin.

19. Because different vendors create CareLearn courses, there are several different styles. All courses include different activities you must complete to move forward, like watching videos or answering questions.

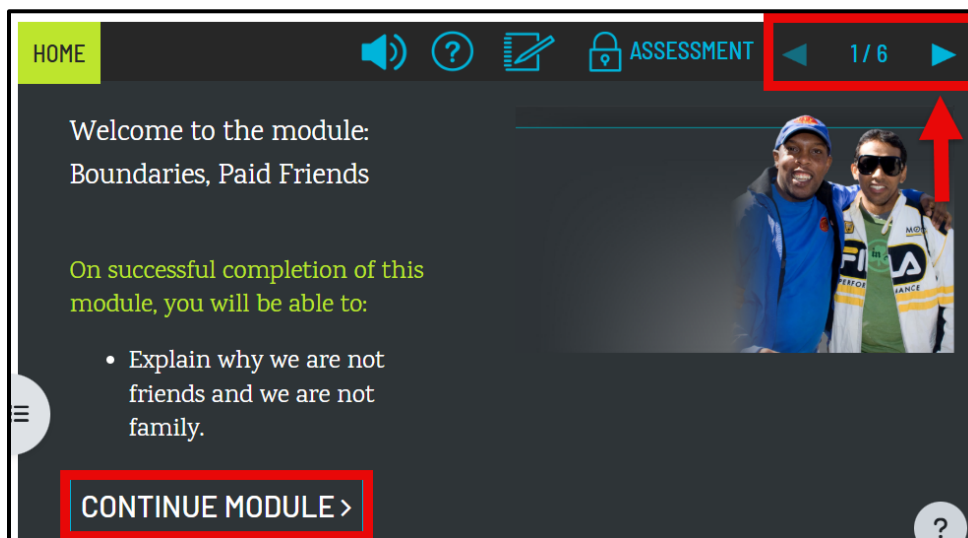
- a. **Example:** Some scroll from top to bottom like a webpage.



- b. **Example:** Some go through slides that play like videos. They automatically advance or you advance them with a button on the slide or a **Next** button in the bottom right.



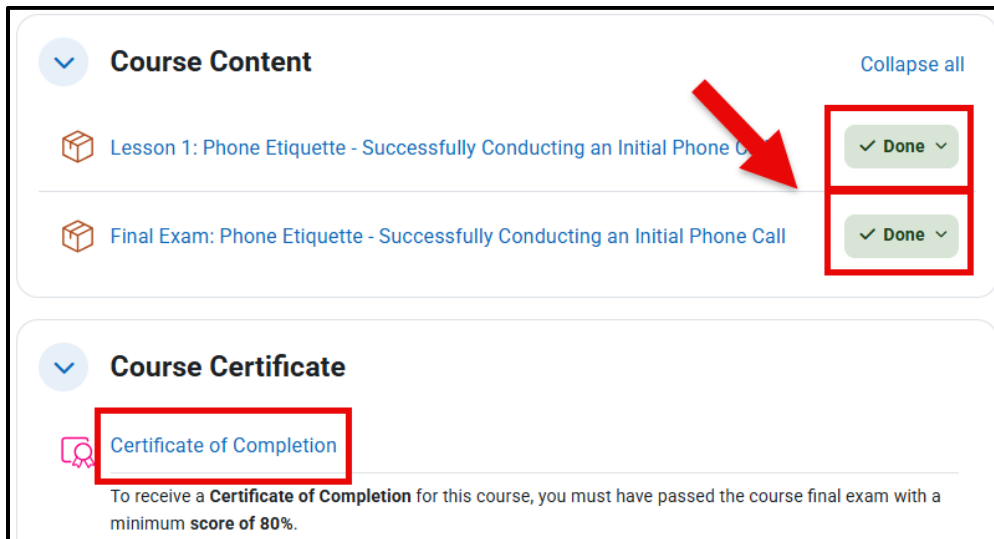
- c. **Example:** Some go through modules that you advance on the slide with a button or with a navigation arrow in the top-right.



Complete a Course

20. After you complete all the required lessons (if there are multiple) and pass the final exam, the **Certificate of Completion** link will be available to you.

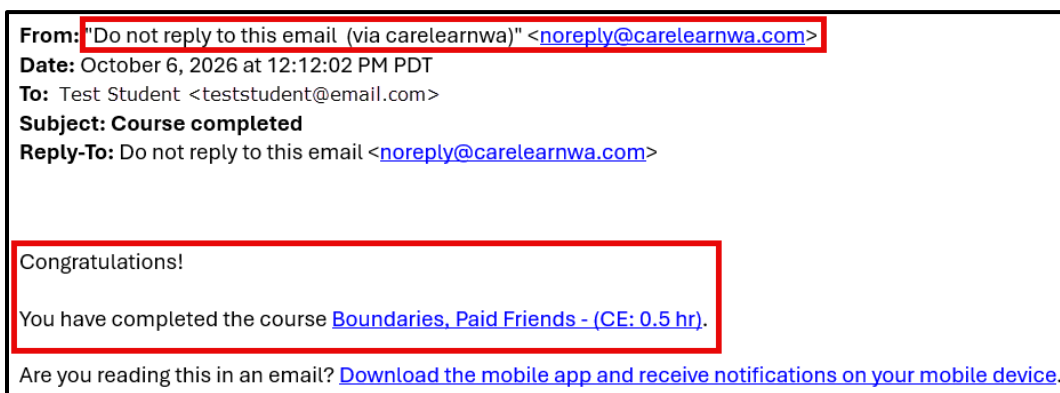
- a. Most final exams require an 80% passing score. Some shorter courses require a 100% passing score.
- b. As you complete the Course Content, it will show as **Done**.



Access the Course Certificate

21. When you complete a course, you'll receive two emails from **noreply@carelearnwa.com**:

- a. One email titled, “**Course completed**” confirming what course you completed.



- b. One email titled, “**Your certificate is available!**” with PDF copy of your certificate.

