




SEIU 775
BENEFITS GROUP



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Caregiver, Seattle

Basic Training 30

Learn how to successfully complete your required training.

Congratulations on joining a community of tens of thousands of caregivers who are making a big difference for so many. The 30-hour Basic Training Program, known as Basic Training 30, is required training for Parent Individual Provider, Limited Service and Adult Child Caregivers.

You must complete all 30 hours to meet your requirement. This includes:

1. 5 core, online courses (6 hours total).
2. 20 hours of online elective courses.
3. 1-hour online webinar.
4. 3-hour in-person Skills Labs.

How to Take and Attend Your Courses

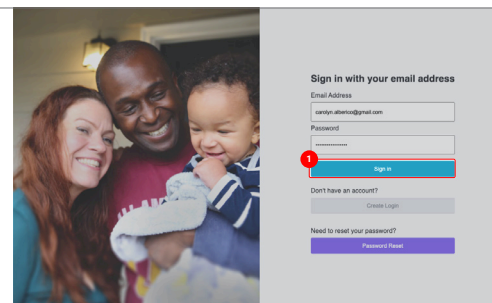
You will receive an email inviting you to enroll in your 1-hour online webinar and 3-hour in-person Skills Labs. You **MUST** confirm your enrollment to attend. After confirming your enrollment, you can begin taking the remaining 26 hours of online courses at any time on My Benefits. You do not need to complete the webinar or Skills Lab first.

MANDATORY COURSES

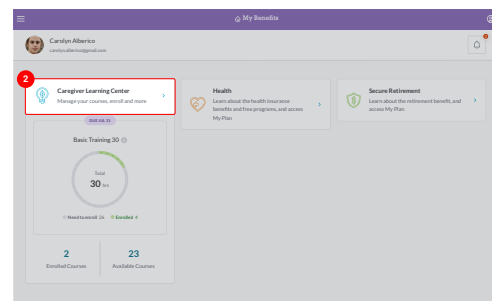
You must take the following 5 mandatory courses online:

- The Caregiver and Client Experience
- Providing Care Using a Person-Centered Approach
- Reducing the Spread of Infection Through Standard Precautions
- Recognizing and Reporting Consumer Abuse, Neglect and Financial Exploitation
- Medication Assistance

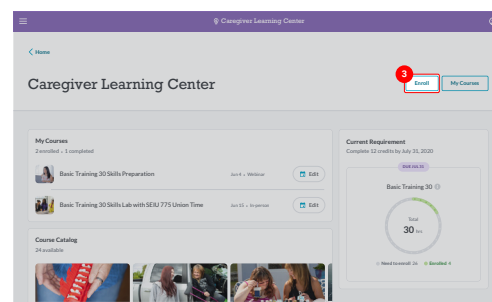
1. Log in to *My Benefits*.



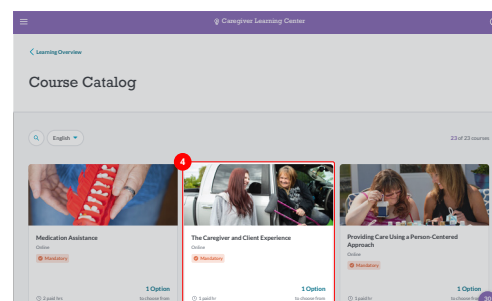
2. From the *My Benefits* home page, press on the **Caregiver Learning Center**



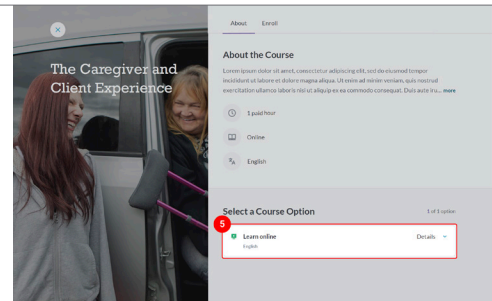
3. In the Caregiver Learning Center, press on the **Enroll** button in the top right corner.



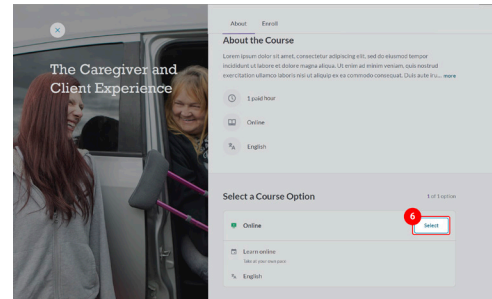
4. You will now be able to see all courses that you can enroll in.



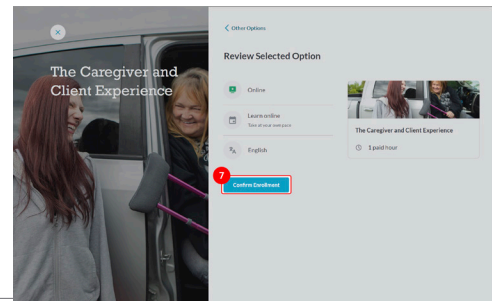
5. Now press on the **Select** button.



6. Press on **Confirm Enrollment**.

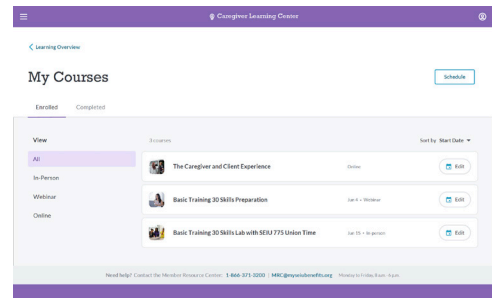
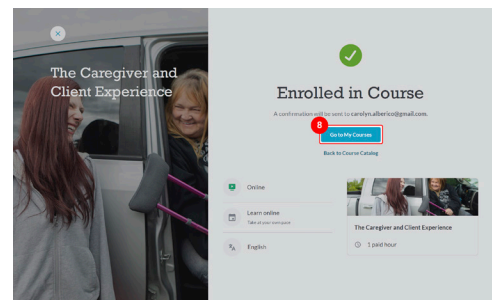


7. You will then be taken to your confirmation page. Press on **Go to My Courses** to go to your course page.



8. On your My Courses page, you will see all the courses you are enrolled in or have taken.

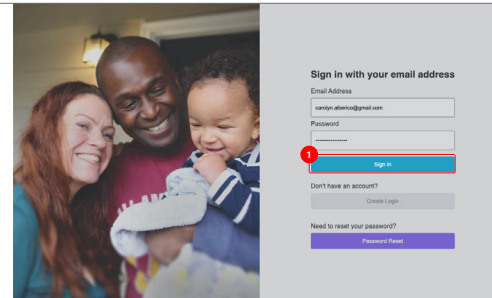
Repeat these steps for all of your mandatory courses.



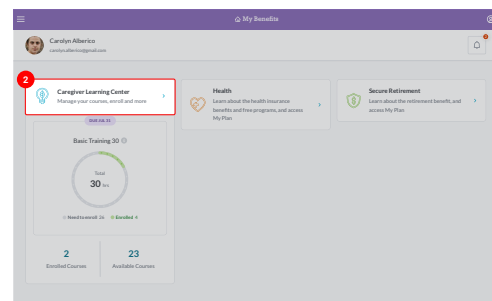
Elective Courses

You will need to complete 20 hours of elective courses. To enroll:

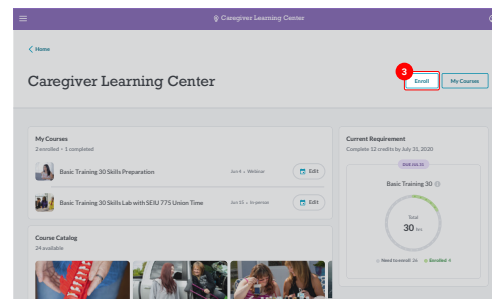
1. Log in to *My Benefits*.



2. From the *My Benefits* home page, press on the **Caregiver Learning Center**.

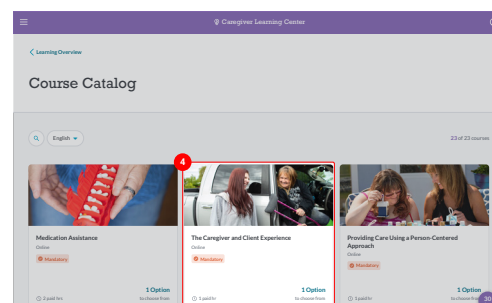


3. In the Caregiver Learning Center, press on the **Enroll** button in the top right corner.

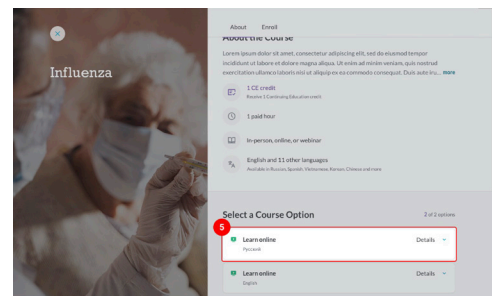


4. You will now be able to see all courses that you can enroll in. If there is a course that seems interesting to you, press on it.

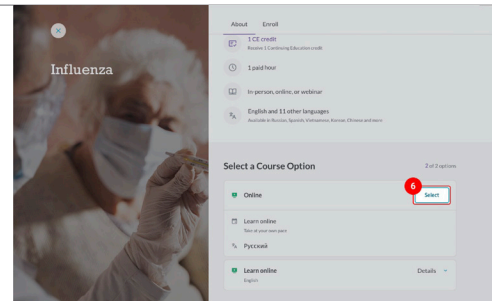
Please note: for the 20 hours of elective courses, you need to select courses that do NOT say Mandatory.



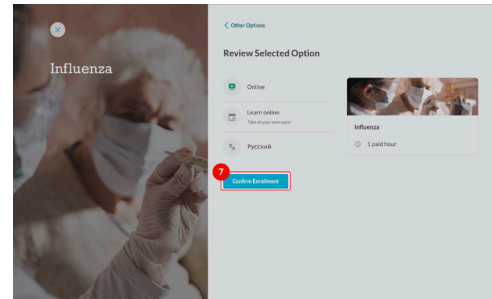
5. Scroll down to the Select a **Course Option** section where you can see a list of course options with different types, dates, time, locations. You may only see one option, depending on class availability.



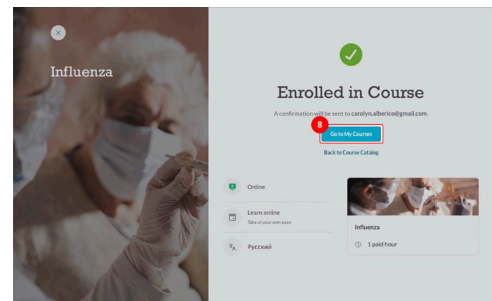
6. Press the **Select** button to pick the course option that works for you.



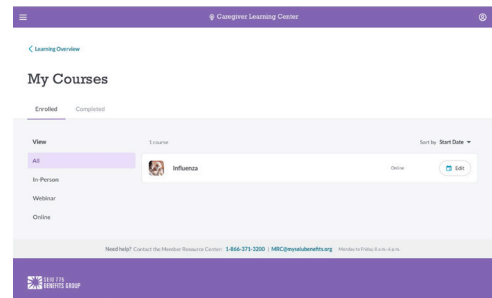
7. You will then be taken to a review page where you can confirm your enrollment. Press **Confirm Enrollment** to enroll in the course.



8. You are now enrolled in the course! Press on **Go to My Courses** to go to your course page.



9. On your My Courses page, you will see all the courses you are enrolled in or have taken.

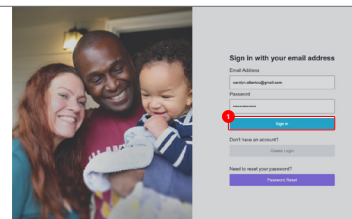


Repeat these steps to enroll in another elective course.

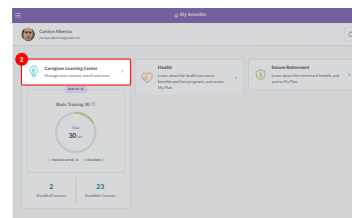
Webinar

After enrolling in Basic Training, The time, date and Zoom link for your webinar will be available on your **My Courses** page. To take your webinar: To take your webinar:

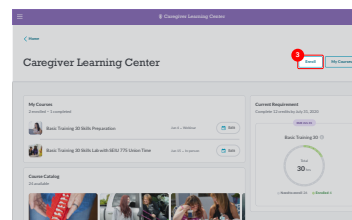
1. Log in to *My Benefits*.



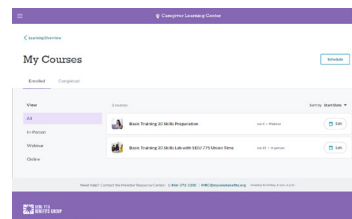
2. From the *My Benefits* home page, press on the **Caregiver Learning Center**.



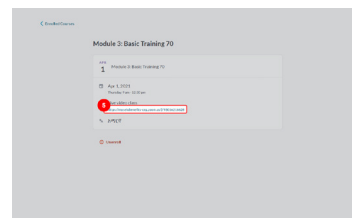
3. Press on **My Courses** in the top right corner.



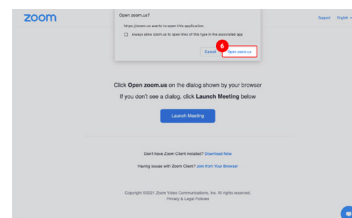
4. You will then see your Basic Training 30 Skills Preparation webinar. Press **Edit**.



5. You will see the time, date and Zoom link for your webinar. Press the **Zoom link** that appears here to be taken to your webinar on the day and time it is scheduled.



6. A new window or tab will open in your browser for Zoom. Press the **Open zoom.us** button.



7. You are now in your webinar. Please have your student ID ready so that your instructor can verify it during the webinar.

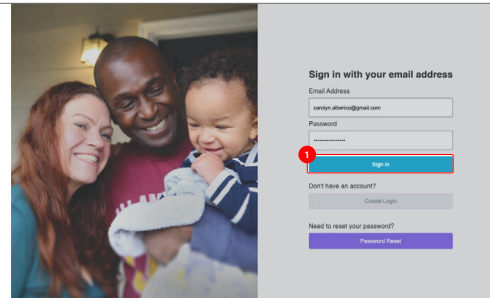
TIP: Your student ID and person ID are the same.



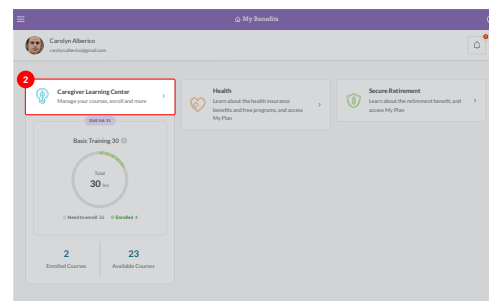
In-Person

Follow these instructions to find the time, date and location of your in-person Skills Lab:

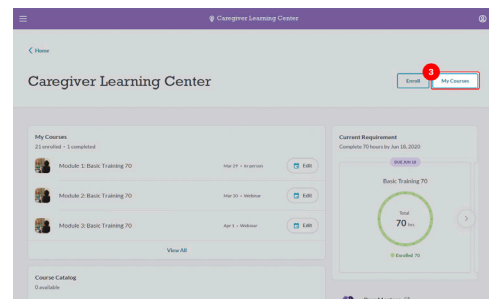
1. Log in to *My Benefits*.



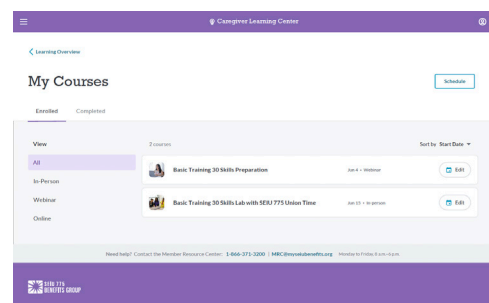
2. From the *My Benefits* home page, press on the **Caregiver Learning Center**.



3. Press on **My Courses** in the top right corner.



4. You will see **Basic Training 30 Skills Lab** with SEIU 775 Union Time. Press **Edit**.



5. Here, you will see the date, time and location of your class.

