

Basic Training 30

Learn how to successfully complete your required training.



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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.

Creating Your Online Account

Press the link you received in your email to create your account.

By creating your account, you will have access to Basic Training 30.

Type your first name, last name, email address and password twice.

For your email address, you can use any email as long as you are the only person who checks it.

- Caregivers cannot share email addresses.

Check the box that says “I agree to the Terms of Agreement” and press create.

The screenshot shows the account creation interface for SEIU 775 Benefits Group. At the top is the logo and the text "SEIU 775 BENEFITS GROUP". Below that, it says "POWERED BY CORNERSTONE HEALTHCARE TRAINING". A "Login" button is present for existing users. The registration form includes fields for First Name, Last Name, Password, Email Address, and Confirm Password. A checkbox for "I agree to the Terms of Agreement" is checked. A "Create" button is at the bottom.

On the next page, put your BG Person ID, date of birth, phone numbers, and address. Press next.

Important:

- You can find your BG Person ID in the Basic Training 30 enrollment email you received.
- Can't find your BG Person ID? Call the Member Resource Center (MRC) at 1 (866) 371-3200 from 8 a.m. to 4:30 p.m. Pacific time, Monday-Friday.

This screenshot shows the second step of account creation. The heading is "Let's capture a bit more information." The form includes fields for Address, BG Person ID, Date Of Birth, Phone Number, Street 1, Street 2, City, State/Province, and Postal Code. A "Next" button is located at the bottom.

You can now access your Basic Training 30 course.

The screenshot displays the course access page for "Basic Training 30 (30 hrs)". It features the SEIU 775 Benefits Group logo and the Cornerstone Healthcare Training logo. A "Start" button is prominently displayed. Below the button, the course details are listed: "Course Credit: 30-hours of Basic Care Training", "Duration: 30 hours", "Delivery Method: On-Demand eLearning (Online learning completed at your own pace)", "Intended Audience/Caregiver Type: Parent Individual Provider (non-DDA), Limited Service Provider, and Adult Child Provider.", and "Prerequisites: none".

How to Begin Basic Training 30

From your dashboard window, press **Start** to be taken to your **Basic Training 30** course.

Tip! Before beginning your course, be sure to have your audio turned up. The course will include videos.

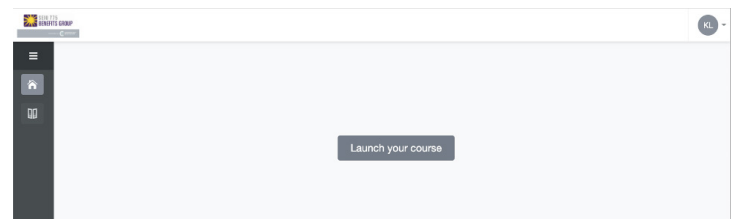
Basic Training 30 is a 30-hour self-paced, online only course. Here are some additional course details:

- Introduction.
- 11 learning modules with knowledge checks at the end of each module.
- Final exam.



Press **Start Course** and then **Launch your course**.

Your course will open in a new window.

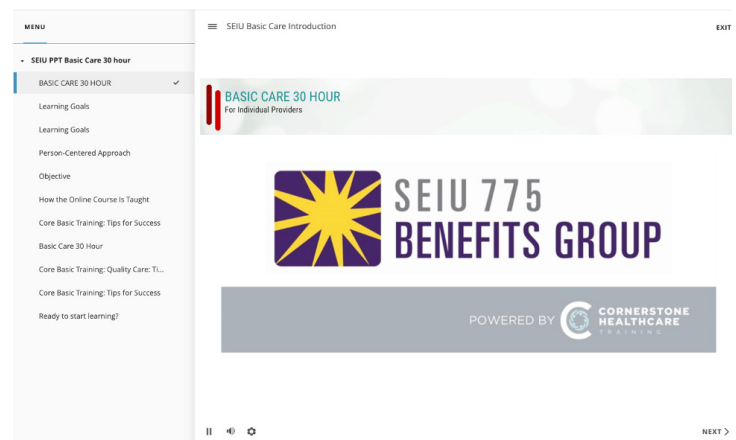


Your **Basic Training 30** course will now begin.

The audio will automatically start. To stop the audio, press the pause button in the left hand bottom side of the screen. This will also stop the screen from changing to the next.

Other navigation features include:

- Press on the volume icon to lower or increase the volume.
- The setting button next to the volume will allow you to select zoom to fit, accessible text and keyboard shortcuts.
- If you would like to remove the left menu screen, press on the 3 lines next to the title and press it again to make it appear.
- > <PREV and NEXT> at the right bottom of the screen will let you move forward or back in the course.

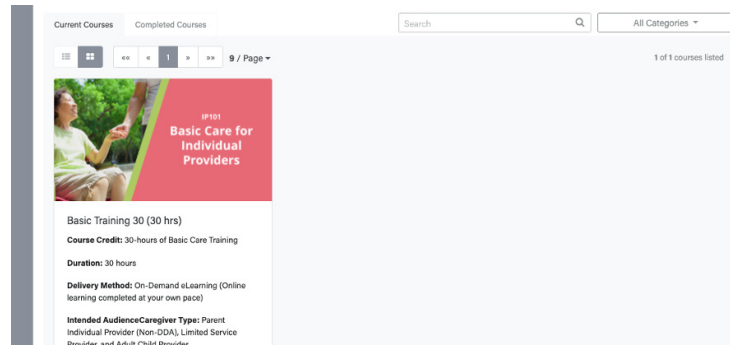


Once you have reached the final slide of SEIU Basic Care Introduction, press **Exit** to return to the main course dashboard.

Completing Basic Training 30 Modules

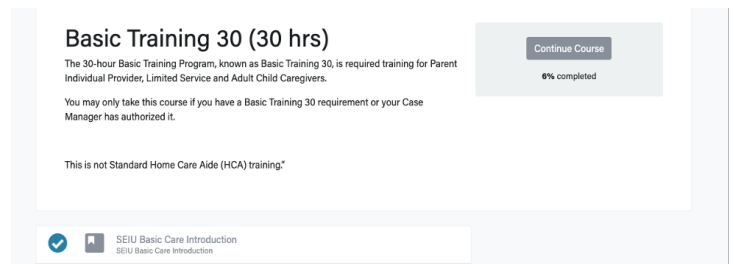
To complete Basic Training 30, you must download the textbook, complete the online lesson and pass the quiz at the end of all 11 modules with a score of at least 80%.

After the modules are complete, you will be able to take the final exam. If you score less than 80% on the quizzes or final exam, you will be allowed to retake them until you pass.



How to access the modules.

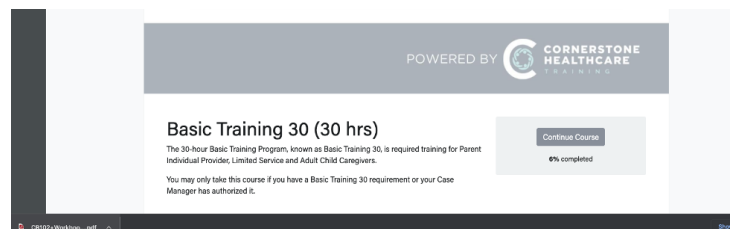
After you finish the course introduction, you can begin the modules from your main dashboard by pressing **Continue Course**. This will automatically download the textbook for your next module.



Opening your module textbook.

Once the textbook is downloaded, it will appear in the bottom left corner of the window. Press on the downloaded PDF to have the textbook appear in a new window.

Press **Continue Course** and then **Launch your course** to be taken to the online module.



You will now begin your module.

Important module navigation features:

- 🔊 Volume icon controls the volume level.
- 🗉 Press the CC icon to display captions on screen.
- ⏮ Press the arrow on the bottom left side of the screen if you would like to restart the video from the beginning.
- ☰ Press the 3 lines at the top right of the screen next to the title to see the full menu, glossary and notes.

After completing the module, press **Exit** to return to the dashboard.

Once you complete all of the modules, you will be able to take the final exam.



After you pass the final exam, you have now completed Basic Training 30. Congratulations!