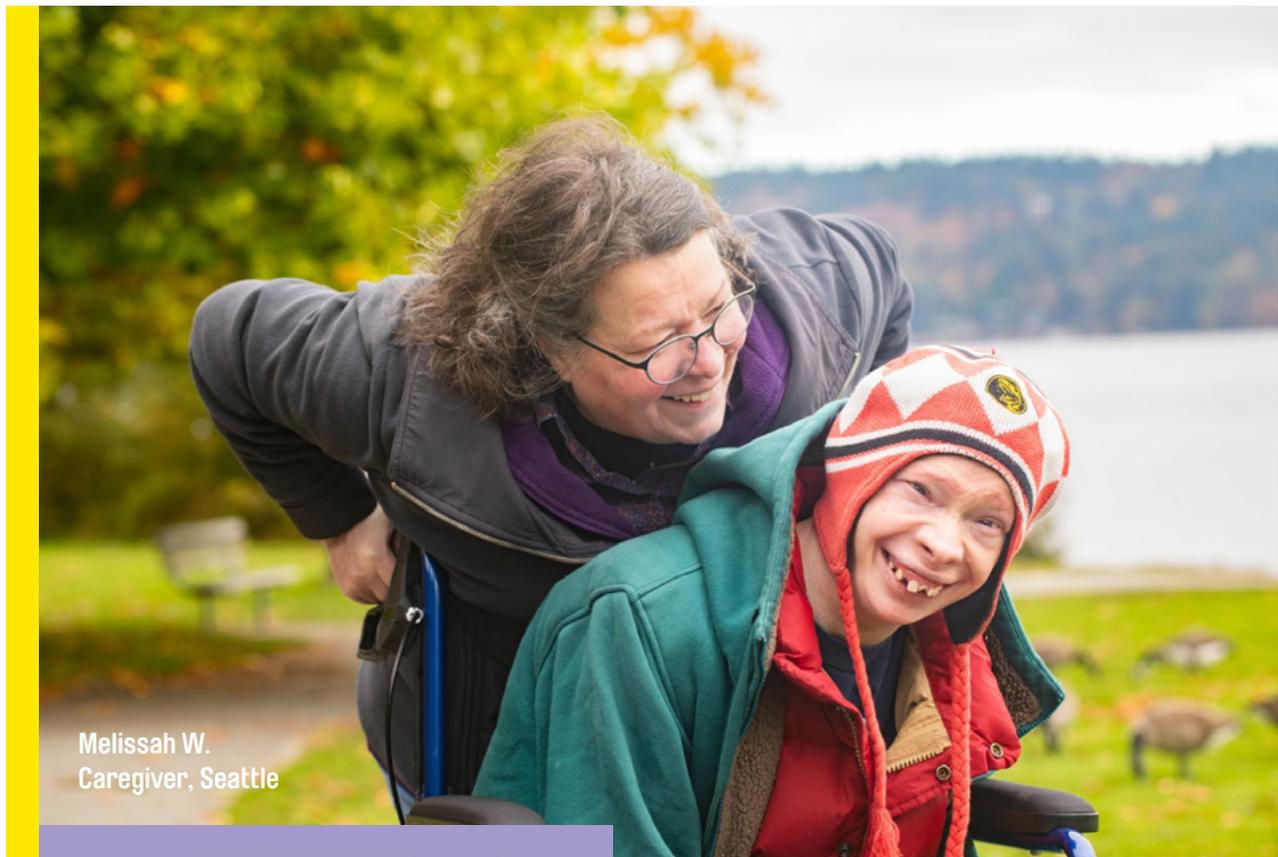


Basic Training 30

Learn how to successfully complete your required training.



Melissah W.
Caregiver, Seattle

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 Provider Non-DDA, Limited Service and Adult Child Provider.

Access Your Online Account

Go to myseiu.be/bt30online.

- Use the email address you gave when you were hired.
- Your temporary password is Summer2022.

Press Sign In.

The screenshot shows the SEIU 775 Benefits Group logo at the top. Below it, there are two input fields labeled 'Email' and 'Password'. A 'Sign In' button is positioned below the password field. At the bottom, there is a link that says 'Having trouble logging in? Reset Your Password'.

You will need to update your password when you sign in for the first.

Press Set Password.

The screenshot shows the SEIU 775 Benefits Group logo at the top. Below the logo, there is a message: 'You have reached this page because you or an administrator requested to change your password.' There are two input fields labeled 'New Password' and 'Confirm New Password'. A 'Set Password' button is located at the bottom.

After reviewing the User License Agreement, press Agree to continue.

The screenshot shows the SEIU 775 Benefits Group logo at the top. Below it, the title 'DigitalChalk Customer End User License Agreement' is displayed. The main content is a paragraph of legal text regarding the terms and conditions of the service. At the bottom, there are two buttons: 'Agree' and 'Logout'.

On the next page, you will see your BG Person ID, date of birth, phone numbers, and address. Your information will already appear on the screen.

Important:

- You CANNOT change your BG Person ID. This is how you receive credit for your training.

Press Next. You can now access your Basic Training 30 course.

- If you are taking your training for the first time, go to pages 3-4.
- If you started training before February 22, 2022, go to pages 5-6.

The screenshot shows a form titled 'Let's capture a bit more information.' It contains several input fields: '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 left of the form.

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.

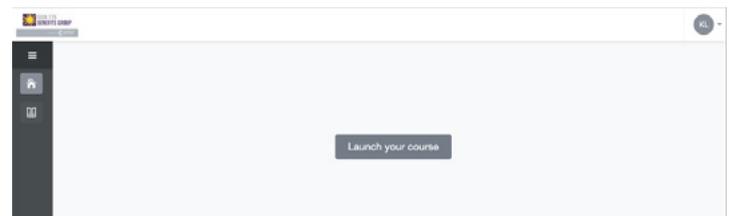
Basic Training 30 is a 30-hour self-paced, online only course. Here are some additional course details:

- 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.

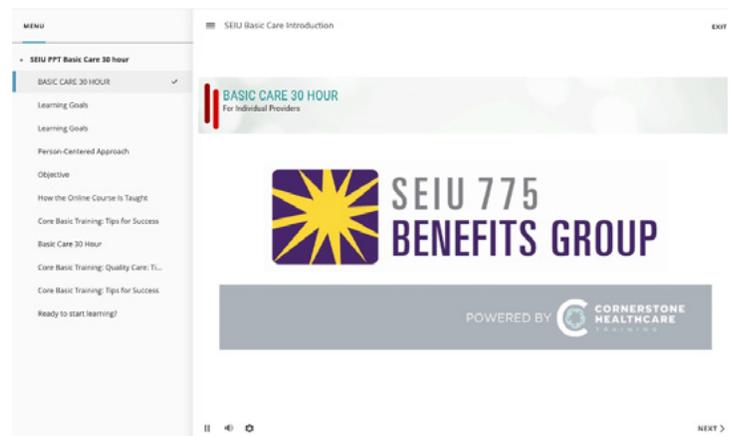


Your **Basic Training 30** course will now begin.

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.

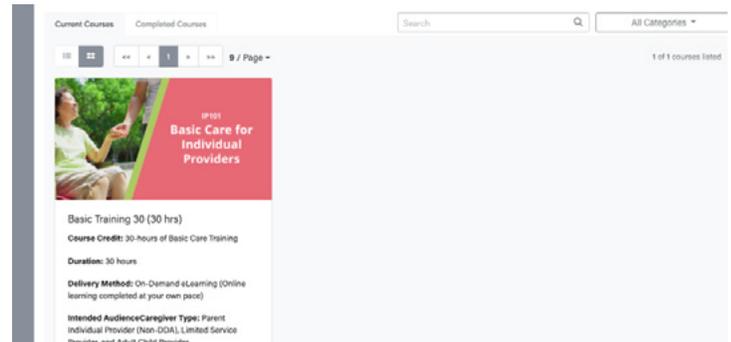


Once you have reached the final slide of SEIU Basic Care Introduction, press **Exit** to return to the main course dashboard.

Completing Basic Training 30 Modules

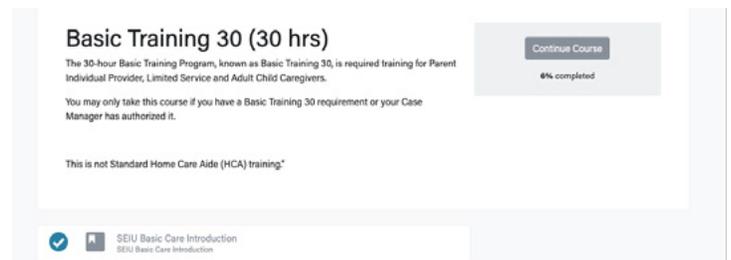
To complete Basic Training 30, you must download the textbook, complete the online lesson and pass the quiz at the end of all 11 modules with a score of at least 80%.

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.

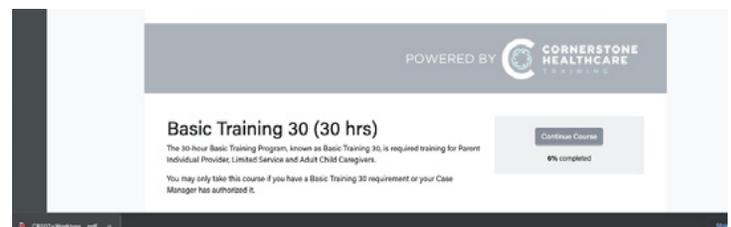
After you finish the course introduction, you can begin the modules from your main dashboard by pressing **Continue Course**. This will automatically download the textbook for your next module.



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!

Completing Basic Training 30 for Caregivers Who Started Before February 22, 2022

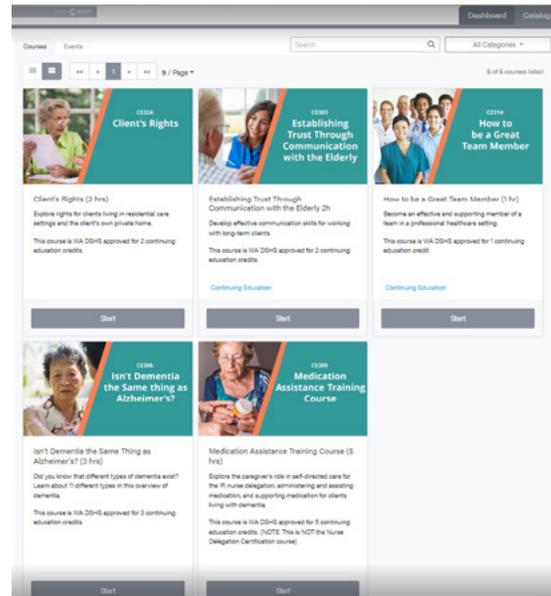
Core Courses

After logging in, you will see the courses you need to finish on your dashboard.

You will need to complete all remaining core courses before you can take your elective courses.

You can enroll in any of these 5 courses to complete the remaining hours they need.

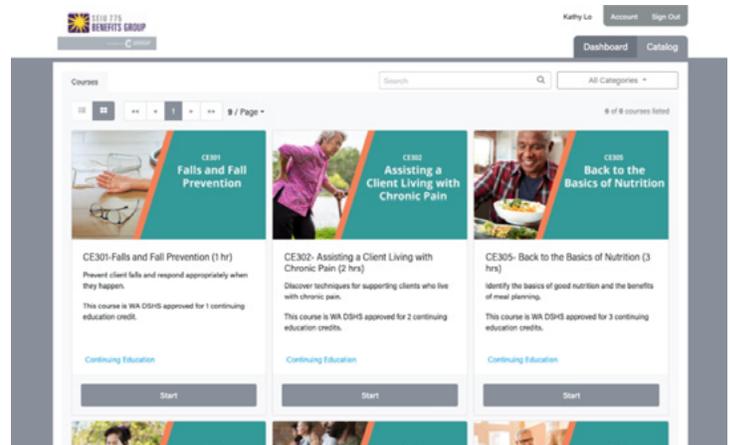
Press Start to begin the course you have selected.



If you need to complete more than 13 hours, go to the Catalog to access your elective courses after you take all 5 core courses.

The course card in the Catalog includes the number of hours and a brief course description.

- To move to a different page on the catalog, press on the arrow next to the number.
- When you see a course you would like to take, press **Start**.



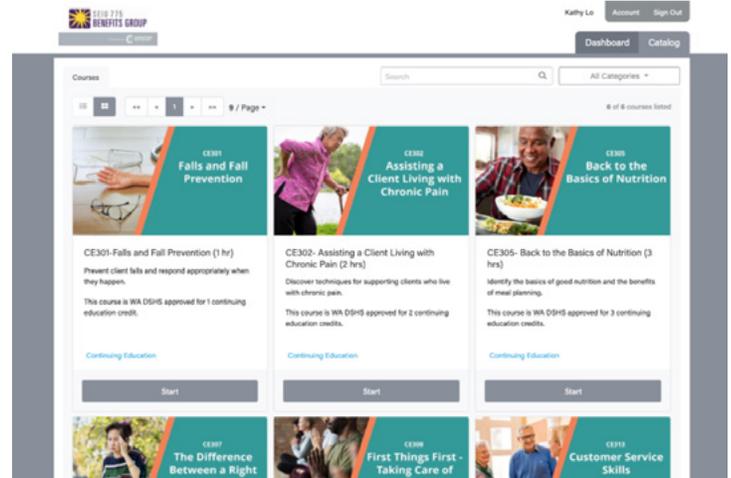
Completing Basic Training 30 for Caregivers Who Started Before February 22, 2022

Elective Courses

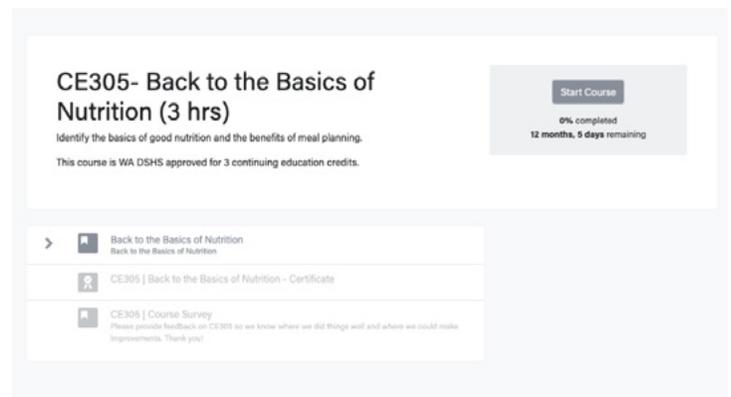
From the Catalog, you will be able to see all of the available elective courses.

The course card includes the number of hours and a brief course description.

- To move to a different page on the catalog, press on the arrow next to the number.
- When you see a course you would like to take, press **Start**.



From the course page, press on Start Course.



If you exit the course, you can go back to it from your Dashboard.

Here, you will see all of the courses you are currently completing.

After completing all of your elective hours, you will be done with Basic Training.

- To see how many hours you need to take, check the email you were sent.

