# Navigating to the Initial Health and Safety Training Series for Licensed Child Care Providers

*The initial health and safety training series for licensed child care providers has been updated to include four shorter courses (trainings), with the topics that are required prior to working with children all included in the new Health & Safety for Licensed Child Care Providers, Module A. The new courses are hosted in Michigan Virtual's online professional learning portal and are being offered for FREE. To access the new courses, follow one of the two pathways explained in this document.*

*Infant Safe Sleep for Michigan Child Care Providers (course developed by MDHHS and LARA) is still hosted in the original learning management system. To register for this course, visit the* MiRegistry Statewide Training Calendar, *type "Infant Safe Sleep for Michigan Child Care Providers" in the* **Course Title box, and click Search**.

**1  MiRegistry Statewide Training Calendar**

a.  Visit the MiRegistry Statewide Training Calendar, type "for licensed child care providers" in the Course Title box, and click "Search."

b.  Select the course you would like to register for.

c.  Click "Register." This will direct you to the course listing within Michigan Virtual.

d.  Click "Register." This will add the course to your Michigan Virtual cart.

e.  Click "Proceed to Checkout." This will direct you to the login page for Michigan Virtual's Professional Learning Portal.

   i.  If you already have a Michigan Virtual account, click "Login."

      1.  Use your email and password for Michigan Virtual to login.

      2.  Once you are logged in, you may need to navigate back to the course and add it to your personal cart.

         a.  In the search bar, type "for Licensed Child Care Providers"

         b.  Click "Register" on the card for the course you would like to register for, This will add the course to your Michigan Virtual cart.

      3.  Click "Proceed to Checkout."

   ii.  If you do not already have a Michigan Virtual account, click "Create an Account."

      1.  Enter your personal information into the form. Be sure to include your MiRegistry ID number and select "I want all of my eligible courses to be sent to MiRegistry" so that your MiRegistry approved courses on the Michigan Virtual platform will automatically transfer to your MiRegistry profile.

      2.  Once you click "Register," you will receive an email asking for you to activate your account.

      3.  After clicking the link to activate your account, you will be redirected to the Course Confirmation Page.

e.  Click "Confirm."

f.  Click "Go to Dashboard." This will take you to your personal Michigan Virtual Dashboard where you should see the course(s) you have registered for under "Active Courses." This is how you will access the course content.

## ② Michigan Virtual's Professional Learning Portal

    a. Go to the login page for Michigan Virtual's Professional Learning Portal.

        i. If you already have a Michigan Virtual account, click "Login."

            1. Use your email and password for Michigan Virtual to login.

        ii. If you do not already have a Michigan Virtual account, click "Create an Account."

            1. Enter your personal information into the form. Be sure to include your MiRegistry ID number select "I want all of my eligible courses to be sent to MiRegistry" so that your MiRegistry approved courses on the Michigan Virtual platform will automatically transfer to your MiRegistry profile.

            2. Once you click "Register," you will receive an email asking for you to activate your account.

        iii. After you are logged in, you will be redirected to your personal Michigan Virtual Dashboard.

        iv. In the menu on the left-hand side of the screen, click "Register for Course." This will direct you to the Search for Courses tool.

        v. In the search bar, type "for Licensed Child Care Providers"

        vi. Click "Register." This will add the course to your Michigan Virtual cart.

        vii. Click "Proceed to Checkout."

        viii. Click "Confirm."

        ix. Click "Go to Dashboard." This will take you to your personal Michigan Virtual Dashboard where you should see the course(s) you have registered for under "Active Courses." This is how you will access the course content.

## Additional Information

You should receive an email with your Certificate of Completion from Michigan Virtual within six hours of completing the course. This indicates you have completed the course successfully and completion data will be transferred to MiRegistry within 2-3 business days.

After the completion data is transferred to MiRegistry, be sure to review the Training page of your MiRegistry Profile to ensure the training is listed as VERIFIED.