

Direct Care Staff Training and Competency Test for Personal Care Homes (PCH) and Assisted Living Residences (ALR)

Registration Website: <https://noncredit.temple.edu/directcarestaff>

- Step 1:** Click on “**Register for Training Program**” (*yellow #1 arrow below*) to proceed through the registration process. This will prompt you to create a Noncredit account with Temple University.
- Step 2:** Check your email account for an email from noncredit@temple.edu with the subject “**Temple University Confirmation.**”
- Step 3:** Click the link in your email to access the training program and competency test via the learning management system, **Thinkific.**
- Step 4:** Click on “**Instructions for Access**” (*yellow #2 arrow below*) and review the PDF file containing instructions on how to access the training with the link.

Direct Care Staff Training and Competency Test for Personal Care Homes (PCH) and Assisted Living Residences (ALR)

This 6-hour online training program will give you an overview of the concepts and information needed to become a direct care staff person in a Personal Care Home (PCH) or Assisted Living Residence (ALR). This training and competency test are required before you can provide unsupervised resident care. This training is required by the PCH and ALR regulations relating to direct care staff person training and orientation.

This Direct Care Staff Training course and competency test is approved by the Pennsylvania Department of Human Services for Personal Care Homes and Assisted Living Residences in accordance with 55 Pa. Code §2600.65(d)(2), §2600.65(d)(3), §2800.65(g)(2), and §2800.65(g)(3).



Direct Care Staff Training and Competency Test for Personal Care Homes (PCH) and Assisted Living Residences (ALR)

Register for Training Program

Instructions for Accessing the Direct Care Staff Course and Competency Test on Thinkific

Instruction For Access

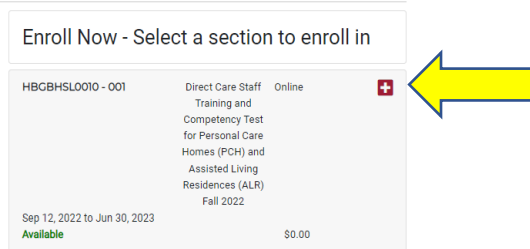
1

2

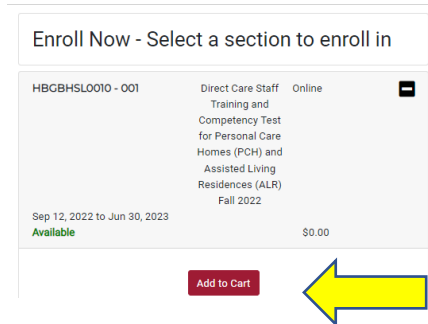
Step 1: Click on **“Register for Training Program”** (yellow #1 arrow) to proceed through the registration process. This will prompt you to create a Noncredit account with Temple University.

1. Click *Register for Training Program* to be taken to the registration page.

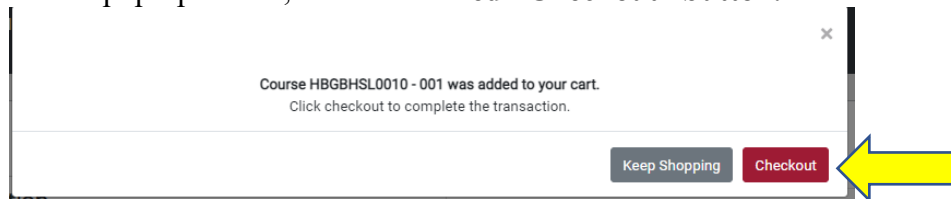
a. Once on the registration page, click on the **red plus sign** to expand the registration information.



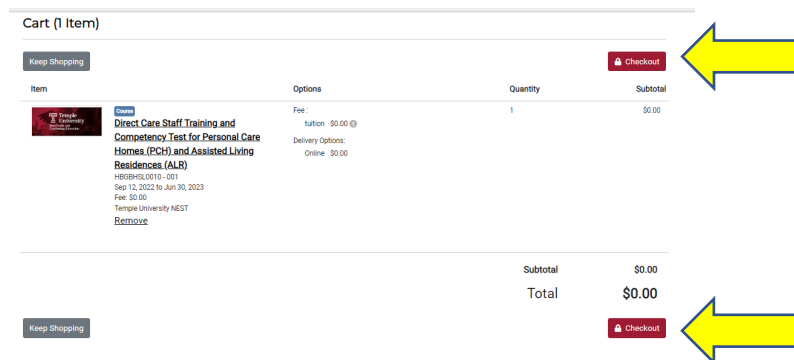
b. Click on the **red “Add to Cart”** button.



c. On the pop-up screen, click on the **red “Checkout”** button.



d. On the Cart screen, click either of the two **red “Checkout”** buttons on the **right hand side**.



- e. On the Log In or Create an Account screen, under I am a new user, create a Noncredit Registration account and click the red **“Create Account”** button.

I am a new user

Create a new Non-Credit account. A password will be emailed to you on completion of making your account. Please enter your primary email address to continue.

[Having trouble creating a Non-Credit account?](#)

Email Address

Retype Email Address

Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

Create Account

- f. On the My Profile screen, create a **username**. Continue filling in your profile information, to include name, email, gender, address, telephone, and contact preferences.

My Profile

Your Username and Password

Please complete at minimum the required information (denoted by an asterisk*) to proceed with your request.

Note: If you used your accessnet username and password to create an account, your information will be pre-populated below. You do not need to update the pre-populated information and can simply initial the policies at the bottom of the page and click continue.

[Name and Email](#)

[Address and Telephone](#)

[Contact Preferences](#)

[Privacy](#)

Your Username and Password

User Name*

We will send a link to set your password to your preferred email address.

Name and Email

Salutation

First Name*

Middle Name

Last Name*

Suffix

Temple University requires a valid date of birth for all students.

Date of Birth*

Continue Checkout

- g. At the bottom of the page, once all information is filled in, click the red **“Continue Checkout”** button.

Continue Checkout

h. On the Payment screen, you will now begin the checkout process.

Payment

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in 29:38.

Profile Summary

- i. Fill in the questions under **Questionnaire, to include:**
- Temple Vaccination Requirement – *choose I am enrolled in an entirely online course and will not be attending this course in person.*
 - How did you hear about this course/program?
 - Please enter the name of the Personal Care Home or Assisted Living Residence in which you are employed.
 - Please enter the county in which the home is located.
 - Please enter the 5-digit License # of the Personal Care Home or Assisted Living Residence in which you are employed.
 - Please enter your job title.
- j. Confirm the **Policy Confirmation** and then click the red **“Continue Checkout”** button.

Policy Confirmation

By completing this purchase, you agree to an initial deposit and the future scheduled payments with the defined amounts, against the credit card provided. You are solely responsible for all fees charged to your credit card by the issuer bank or financial institution. Refunds are subject to our standard refund policy. You may cancel the scheduled payments at any time and fully pay all outstanding future payments.

The policies, requirements, course offerings, schedules, activities, tuition, fees, location, and calendar of Temple University Continuing Education and Non-Credit programs are

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *


[Print Registration Policies](#)

[Keep Shopping](#)

[Registration Policies](#)

[Continue Checkout](#)

k. **You are now enrolled in this course!**

Checkout	Purchased	
	Item	Selected Options
My Profile / Payment / Receipt		Course
Receipt	Direct Care Staff Training and Competency Test for Personal Care Homes (PCH) and Assisted Living Residences (ALR)	Fee : tuition \$0.00
You will also receive a receipt by email.	HBGBHSL0010 - 001	Delivery Options: Online \$0.00
	Sep 12, 2022 to Jun 30, 2023	
	Temple University NEST	

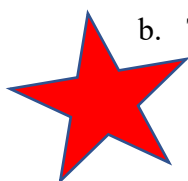
Step 2: Check your email account for an email from noncredit@temple.edu with the subject **“Temple University Confirmation.”**

2. You will have 3 emails from Temple University at noncredit@temple.edu.
 - a. The first email will have the subject, **“Temple University New Account.”**
 - i. This is to confirm the creation of your account. Please click on the **set your password** link to create your password for your Temple University Noncredit registration account.

Temple University noncredit@temple.edu via sendgrid.net
to me ▾

 **TEMPLE UNIVERSITY**

Set your password



- b. The second email will have the subject, **“Temple University Confirmation.”**
 - i. **This is the email that will have your link to access the course and competency test in Thinkific.**
 - c. The third email will have the subject, **“Temple University Enrollment Notification.”**
 - i. This is to confirm your enrollment in the course. At the bottom of this email, there will be another link to Thinkific. **This will also take you to the course and competency test.**

[Thinkific](#) (16 Sep 2022 - 16 Sep 2023)

Step 3: Click the link in your email to access the training program and competency test via the learning management system, **Thinkific**.

Step 4: On the registration site, <https://noncredit.temple.edu/directcarestaff>, click on **“Instructions for Access”** (*yellow #2 arrow*) and review the PDF file containing instructions on how to access the training with the link.

This PDF file contains instructions on how to access the training **after** registration is complete. Once you receive the **link** in the email(s) above, then you will follow **the instructions on the “Instructions for Access” page.**

If you have any questions or concerns during this process, please email directcarestaff@temple.edu.
**Please note that the response will come from dcstrain@temple.edu.*

This account is monitored during the office hours of 8:30 am to 4:30 pm, Monday through Friday. We will respond within 24 hours.