

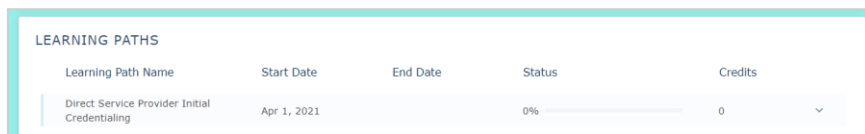
## Direct Service Provider Initial Credentialing Learning Path

Users undergoing the **initial credential** process with First Steps are required to take the courses contained in the **Direct Service Provider Initial Credentialing learning path** on the IN EIHub **Learning Management System (LMS)**. A **learning path** is a collection of courses on the **LMS**.

To gain access to this learning path, a user's profile must indicate the following:

- **Credential status** is "Initial Credential", **AND**
- **Are you a Direct Service Provider?** is "Yes"

When users are enrolled in the **Direct Service Provider Initial Credentialing learning path**, it will display in your **LEARNING PATHS** block on your LMS home page.

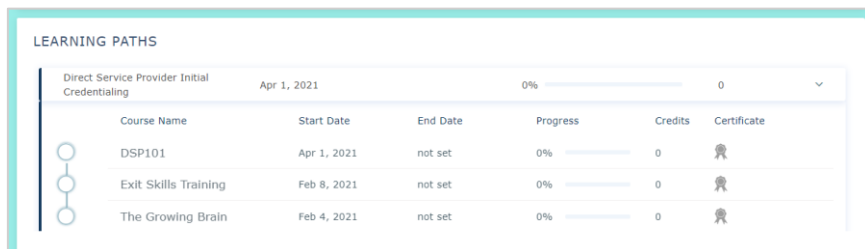


Learning Path Name	Start Date	End Date	Status	Credits
Direct Service Provider Initial Credentialing	Apr 1, 2021		0%	0

When you select the **Direct Service Provider Initial Credentialing learning path** in the **LEARNING PATHS** block, it will expand to show the required courses within the learning path which currently include:

- DSP101
- Exit Skills Training
- The Growing Brain (*Formerly the Science of Infant Brain Development*)
- Ethics in Home Visiting (*Formerly Professional Boundaries and Ethics in Home Visiting*)

You can click into each of the courses from here.



Course Name	Start Date	End Date	Progress	Credits	Certificate
DSP101	Apr 1, 2021	not set	0%	0	👤
Exit Skills Training	Feb 8, 2021	not set	0%	0	👤
The Growing Brain	Feb 4, 2021	not set	0%	0	👤

**DSP101** should be completed first in the sequence of courses.

Once **DSP101** is completed, users can complete the remaining courses in either order.

*Please keep in mind: The **Direct Service Provider Initial Credentialing learning path** is not the only requirements for Initial Credentialing.*

## Tips, Tricks, and Notes

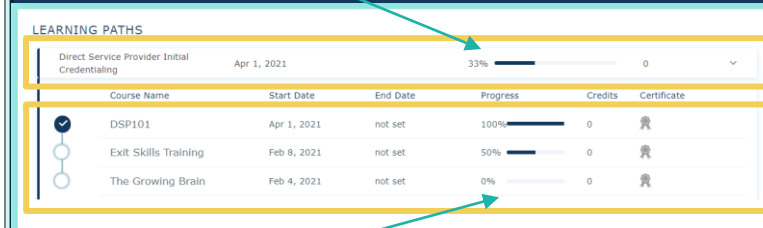
**Already taken one of the courses below?**  
No need to take it again!

Send the Provider Enrollment and Management (PEM) Team proof of completion and we will mark you as "complete" on the LMS. Send your proof of completion to [INEIHubEnroll@pcgus.com](mailto:INEIHubEnroll@pcgus.com).

### Tracking Progress

As you progress in the learning path, the **LEARNING PATHS** block will reflect your progress.

The total learning path progress is indicated by the top progress bar.



Course Name	Start Date	End Date	Progress	Credits	Certificate
DSP101	Apr 1, 2021	not set	100%	0	👤
Exit Skills Training	Feb 8, 2021	not set	50%	0	👤
The Growing Brain	Feb 4, 2021	not set	0%	0	👤

The individual course progress is indicated by the progress bar to the right of each course.

### Don't see your courses?

**Make sure your LMS profile is properly updated.** To verify this, see instructions below. If your profile is accurate and you still do not see your courses, email [INEIHubEnroll@pcgus.com](mailto:INEIHubEnroll@pcgus.com) for assistance.

### Attn: Agency Administrators!

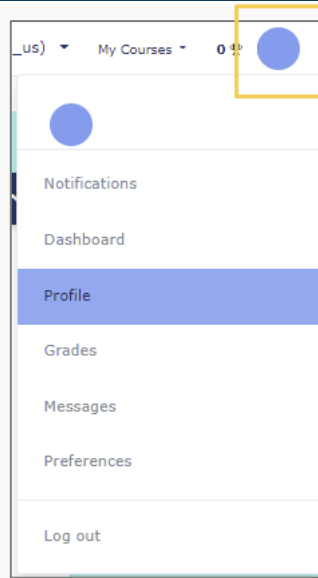
If you want access to the DSP101 & SC101 Learning Paths, please reach out to [mhebert@pcgus.com](mailto:mhebert@pcgus.com) requesting manual enrollment.

# Accessing your Initial Credential Courses

If you need access to DSP101 or SC101 and do not see the courses on your LMS account, please start by following the steps below. If you follow these steps and your profile is accurately filled out and saved and still do not see the courses, please reach out to [INEIHubEnroll@pcgus.com](mailto:INEIHubEnroll@pcgus.com) for assistance.

## Steps

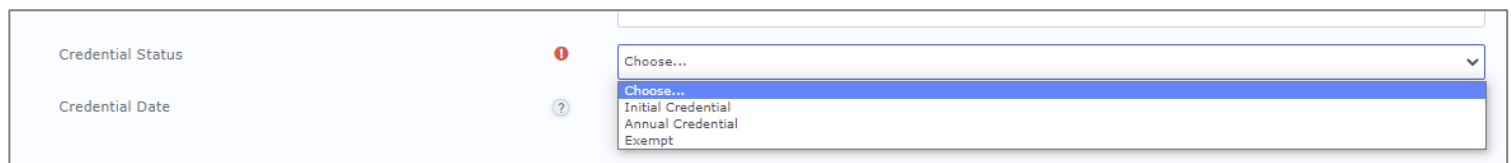
When you are logged into



Select “Edit Profile” at the top right of your screen.



Confirm “Initial Credential” is selected from the “Credential Status” profile field drop down



## Steps

For access to DSP101

Select the check box next to “Service Provider”

For access to SC101, select the check box next to “Service Coordinator”.

Then, select “Update Profile”.

Are you a Service Coordinator? No

Are you a Direct Service Provider? Yes

Are you a member of the LPCC? No

Are you a member of the Eligibility Determination Team? No

Update profile Cancel

Are you a Direct Service Provider? Yes

Yes

No

Are you a Service Coordinator? Yes

Yes

No

You should then see the appropriate “Initial Credentialing” **Learning Path** on your home screen.

The **Learning Path** contains some of the courses required for initial credential requirements.

LEARNING PATHS	
Learning Path Name	Start Date
Direct Service Provider Initial Credentialing	Apr 1, 2021