



# National Respite Care Provider Training

## STEP-BY-STEP PROCESS TO BEGIN THE RESPITE CARE PROVIDER TRAINING COURSE

### Step 1: Create an Account

- Fill out the sign-up form for your preferred language:
  - [NRCPT-KS English Sign-Up Form](#)
  - [NRCPT-KS Spanish Sign-Up Form](#)
- After submitting that form, check your email for a “Welcome” email that contains instructions on how to finish setting up your account and password at [freetrainings.net](#). If you do not see the “Welcome” email, check your spam/junk folder.
- You may be asked to confirm your email address with a verification code. If you do not see the verification email, check your spam/junk folder.

### Step 2: Complete Course 100

- When you log in at [freetrainings.net](#), you will see Course 100 in your preferred language.

### Step 3: Complete Pre-Course Survey

- After completing Course 100, you will receive an email to take a pre-course survey. You must take the survey for Course 101 to load.
- If you do not see the email, check your spam/junk folder first.
- If you still do not see this email, email us at [info@respitcarewi.org](mailto:info@respitcarewi.org).

### Step 4: Receive Course 101 Link

- Once you complete the pre-course survey, you will receive an email with a link to Course 101.
- After completing each course, the next course should load, within about a minute, under the “My Courses” tab as well on [freetrainings.net](#).

### Step 5: Complete Course 110 and Final Test

- At the end of Course 110, you must take a test.
- You must score **100%** to pass, but you can retake it as often as needed.

### Step 6: Complete the Post-Course Survey

- After passing the test, you will receive another email with a post-course survey.
- If you do not see the survey email, check your spam/junk folder.
- You must complete this survey to receive your training certificate.

### Step 7: Receive Your Training Certificate

- Once the post-course survey is completed, your training certificate will be emailed to you.

### Need Help?

- If you have any questions, email [info@respitcarewi.org](mailto:info@respitcarewi.org).

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