



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-MA English Sign-Up Form](#)
 - [NRCPT-MA 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.

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.

This project is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$942,520 with 75 percentage funded by ACL/HHS and \$312,845 and 25 percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.