

**State of Alaska
Division of Public Assistance
Child Care Program Office
Child Care Assistance Program**

**Web Based Training (WBT) In-Home
Child Care Provider Orientation Instructions**

Individuals who have submitted an application to become an In-home Child Care Provider and their chosen In-home caregiver are each required to complete the *In-Home Child Care Provider Orientation* with a passing score and receive a certificate of completion. An applicant and their caregiver must make at least three attempts to complete the course with a passing score before contacting the local Child Care Assistance office where their application was submitted, for additional instruction.

To access the WBT *In-Home Child Care Provider Orientation*, the applicant must go to the Health & Social Services Learning Management System located at www.learn.dhss.alaska.gov and:

1. Create an account with a username and password. You can access the orientation any time should you not complete it all at one time;
2. Select the *In-Home Child Care Provider Orientation* located under the heading, Public Assistance;
3. Complete the course and testing with a score of 60% or higher; and
4. Print the *In-Home Child Care Provider Orientation Certificate of Completion* which will include your name and the date the certificate was issued.

The following pages provide you with step by step instructions on how to create an account and access the *In-Home Child Care Provider Orientation* as well as contact information if you need assistance with this process.



Create a new account on learn.dhss.alaska.gov:

1. From the homepage of www.learn.dhss.alaska.gov click on “Create new account”, as shown below:

Is this your first time here?

To access training create a new account
by clicking the button below

[How do I log in? ... Printable Log-in Instructions](#)

For technical assistance:
Debbie.McDonaldi@alaska.gov

Create new account

2. Create your account:

a. Type a username for the account.

b. Type in a password.
(Password must be 7 characters long and include: 1 upper, 1 lower, 1 special character and 1 number).

c. Type in your email account.

d. Type in your first and last name

e. Type in city and country information

f. reCAPTCHA: Type the words from image in this case 1649

g. Select referring Division from dropdown menu.

h. Type your agency name.
All CAPS, No Abbreviations.
(Our record keepers thank you!)

i. Click “Create my new account”

Choose your username and password

Username*

b. Password* Unmask

More details

c. Email address*

Email (again)*

d. First name*

Last name*

e. City/town

Country

f. reCAPTCHA

Enter the words above

Get another CAPTCHA

Get an audio CAPTCHA

More User Information

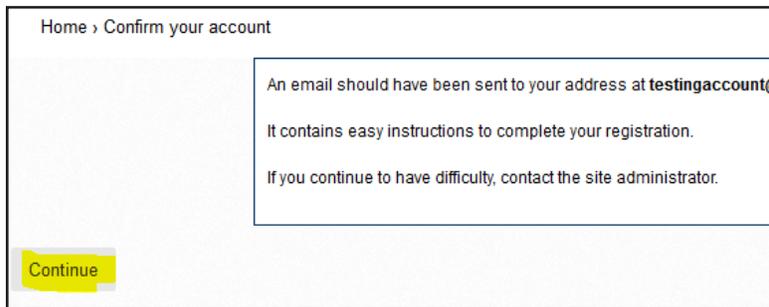
g. Referring Division*

h. Business Name*

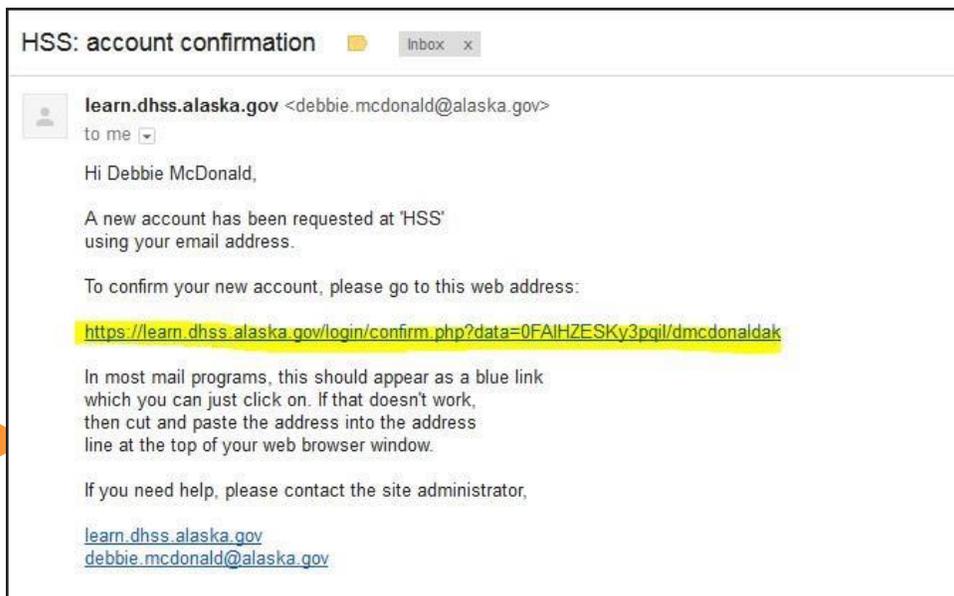
i.

3. Confirm your identity:

a. Click continue on the next screen as shown here:



b. Check your email account. An email confirming your information will be sent from the system. Click on the hyperlink included in the email as shown below:



c. Click Home:



5. From the front page of the site, Select the *In-Home Child Care Provider Orientation* located under the heading, **Public Assistance**;

For assistance creating or logging into an account, please contact:
debbie.mcdonald@alaska.gov