

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

Child Care Provider Billing Training Instructions

All child care providers who have been determined eligible to participate in the Child Care Assistance Program are eligible to complete the *Child Care Provider Billing Training*.

To access the *Child Care Provider Billing Training*, go to the Health & Social Services Learning Management System located at www.learn.dhss.alaska.gov and:

1. If you are an Approved Relative Child Care Provider, log in using the same username and password you created and used to take the online DPA CCPO Approved Relative Child Care Provider Orientation and skip to #3. All other provider types begin with #2 below.
2. Create an account with a username and password;
3. Select the *Child Care Provider Billing Training* located under the heading, Public Assistance;
4. Complete the course. You can access the training any time should you not complete it all at **one time**; and
5. Print the *DPA CCPO Child Care Provider Billing Training Certificate of Completion* which includes your name and the date the certificate was issued.

It is recommended you use the *Child Care Assistance Authorization* document you received for the children in care when completing this training, to get a better understanding of the document. If you do not yet have a *Child Care Assistance Authorization* document at the time you are completing this training, it is recommended you re-take the training once you receive the authorization document.

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



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

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



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 address.
- d. Type in your first and last name exactly the way you listed it on your child care provider application.
- e. Type in city and country information.
- f. reCAPTCHA: Type the words from image. In this case it is 1679.
- 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

a. Username*

b. Password* Unmask

More details

c. Email address*

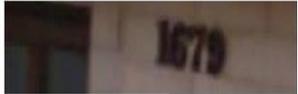
Email (again)*

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

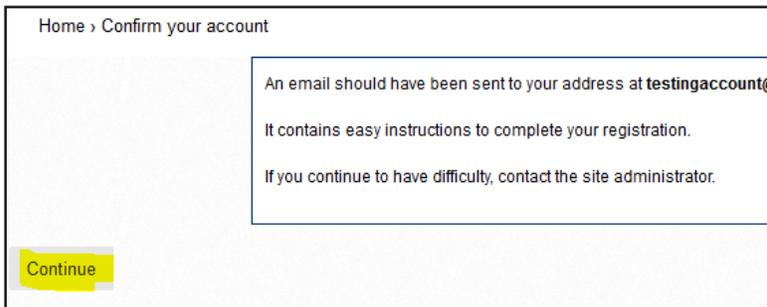
g. Referring Division*

h. Business Name*

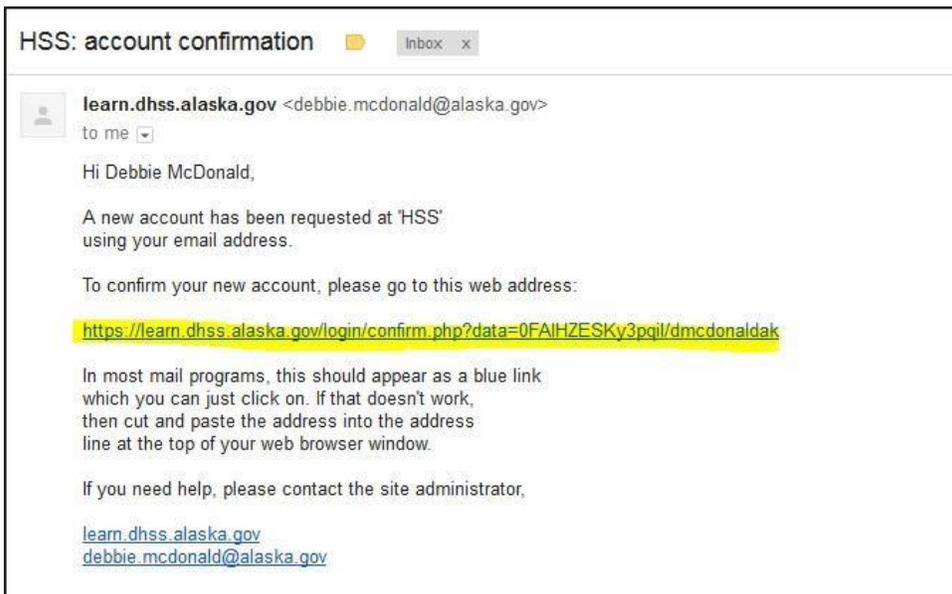
i.

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:



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

4. From the front page of the site, Select *Child Care Provider Billing Training* located under the heading, **Public Assistance**.

For assistance navigating through the billing training or other technical assistance related to accessing the training, information within the training, or accessing your certificate of completion, contact DPA Staff Development and Training at: dpatraining@alaska.gov