

# Continuing Education and CareLearn

Michael D. Sheehan | Last Updated: 2020-09-30

**Each Long Term Care worker is (personally) responsible for making sure they meet their Continuing Education (CE) requirements each year.** See <https://www.dshs.wa.gov/altsa/training/continuing-education-requirements> for more information. CareLearn provides a wide range of online training opportunities available 24/7 from anywhere. We are working to create new training content and to review (and possibly approve) existing training for CE.

## What CareLearn does NOT do regarding CE

- CareLearn will NOT fully track your CE requirements and accomplishments.
- CareLearn does NOT track any CE you have earned outside of the system.
- CareLearn does NOT communicate with other DSHS or DOH systems.
- **Summary: You need to track your own CE requirements and completions.**

## What CareLearn DOES regarding CE

- When you use the search function to find courses, you can filter your search results to only show those courses that will grant CE credits.
- When you browse the library to find courses, you can see a list of CE approved courses.
- Course Descriptions and Course Details also include CE credit information. If a course description does not include CE information that course will NOT award any CE.
- When you successfully complete CareLearn training that grants CE:
  - Your training transcript will show the course name, completion date, and CE credit hours earned.
  - You can filter your training transcript to only show courses that have granted CE hours, and you can filter the transcript to only show courses you have completed since your last birthdate.
  - Your diploma for the course completion will include the CE code and hours associated with the course.
- **Summary:**
  - **You can search for courses that award CE, and it is very easy to see a list of CareLearn courses that have provided you with CE since your last birthdate.**
  - **If a course description does not include CE information that course will NOT award any CE.**

## CE Credit for courses with multiple lessons

- Many courses (particularly those from the Elsevier library) are divided into several lessons. Those courses often award CE credits when you have completed the *whole* course, but NOT for each lesson. See the course description for that information.
- If a course has multiple lessons, and CE is awarded at the course level, then you will not earn CE until you have successfully completed all lessons in that course. The CE credits will apply as of the date you successfully complete the last of those lessons. So if you need to complete CE before your next birthday, make sure you can fully complete the course before that time. If you fail to do so, and complete the course *after* your next birthday, it will apply those CE credits to that new CE cycle (and not the previous).
- **Summary: Once you start a course, make sure you complete that course before your next birthday... unless you want the credit to apply to the new year's cycle.**

## Receiving credit more than once

- Courses that provide CE credit can only be taken once (ever). Once you have successfully completed that course you can still re-enter the training in a "review only" mode.

## Retroactive CE

- What happens if you complete a course that has NOT been approved for CE, and then later it is approved for CE? In that case we will *retroactively* associate CE hours with the course.
- If you reprint your diploma before and after the course has been associated with CE, the initial diploma will contain no CE information, while the diploma printed after will include the CE Code and CE hours.
- Your training transcript will associate your course completion to reflect CE.
- The CE credits will NOT apply as of the date the course is associated with CE. The CE credits you earn will always apply to the date you initially completed the course. So, if you have had a birthday since completing the course, those CE credits will NOT be applied to your active CE Cycle.
- If you completed a course before it was granted CE, and have had a birthday since you completed that course you will need to contact the CareLearn administrator if you want to retake it for CE credit in a new CE cycle.
- **Summary: If a course you have already completed is later awarded CE status, you will earn CE credit as of the date you completed that training. But if you have had a birthday since completing that training, the CE credits won't be of any value to you.**