



CHEC ONLINE LEARNING GUIDELINES

Both participants and their direct supervisors should review the process below for CHEC's online learning modules prior to registering. CHEC reserves the right to establish and modify any of the training policies, procedures and fees as deemed necessary.

REGISTRATION PROCESS

I. Participants will register for trainings using our established Learning Stream platform

a. Link to [Registration Form](#)

II. All trainings are \$30. Payment must be made at time of registration in order to gain access to the module.

- a) If an agency is paying for staff members, CHEC must receive payment before access is granted to trainings.
- b) If there is an outstanding payment, access will not be granted to the trainings.

III. Once confirmed for the training, participants will receive an email from Talance.com with a link to access the training within 24 to 48 hours of confirmation.

IV. If the training is being taken as part of the COEC program, participants have until the end of the established training cycle to complete the required health modules.

- a) Spring cycle: March until the second Wednesday of June
- b) Fall cycle: September until the second Wednesday of December

V. Participants have up to two weeks (14-days) to complete a training module once access is granted.

- a) When a participant completes a training, access to that particular training will no longer be available. If a participant does not complete the training in the 2 weeks (14 days), their access will also be revoked.

If you have any questions, please reach out to CHEC staff at CHEC@lchealth.org.