

Registering for Expired or New Training Using Carepassport.ca

This document is intended for those who already have created accounts in the Care Passport portal, have accepted a role at a Long Term Care home from within the portal and are seeking to register and complete expired or additional training courses. Before registering for the training, all users are encouraged to speak with their HR department to align with their policies and practices for accessing and reporting required training.

Recall, registration and completion-tracking for your training is administered via the Care Passport webportal at www.carepassport.ca. The specific modules you are assigned are based on your role in an LTC home. The LTC micro-credentials are online training modules delivered through one of the Training Provider's, Lambton College's, Moodle elearning platform.

The instructions below will guide you through the steps of registering and completing the expired courses for existing staff in Long Term Care that have already created accounts and used the Care Passport system for managing their training records. If you do not have a Care Passport account, please speak to your HR department.

NOTE: Current funding supports one registration per microcredential (up to a maximum of 5 attempts of the assessment). If you do not complete the microcredential within the 14 day access window or are unsuccessful in passing the course, the funding may not support additional attempts. Only register for the courses when you are ready to complete them and if you are unsuccessful after your 3rd attempt at the assessments, seek support from your advisor.

Step 1: Select and Submit Your Registration Request for Training

- Log into the [Care Passport Portal](#) using your portal username and password
 - From the **Manage My Training** tab, select the Home and Role that has been assigned to you in the dropdown menus
 - For any course that does not say 'Validated' or 'Enrolled' in the Status column add the course to your cart
 - You may be prompted to consent to share your information with the Training Provider – click 'Agree' to proceed.
 - Review your course list in the **Training Cart** tab and click submit
 - Your 'approved' registration requests have now been submitted to Lambton College.
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Step 2: Access and Complete Your LTC Training Care Passport Micro-credentials

- Check your email account to find one or more emails from Lambton College confirming your registration and providing instructions on how to access the training
- Log into the **Lambton College Moodle** using the information provided by Lambton College
- Select the course module that you wish to complete, review the course content and complete the assessments
- If you achieve a Pass grade in the assessments:
 - You will receive an email confirming your completion of the course – keep this as your backup record
 - The status of the course in the Care Passport portal (www.carepassport.ca), will indicate 'Validated'
- If you require a copy of your training report:
 - Go to the **Manage My Training** tab
 - Filter to the **Active Home** and **Role Assignment** to correct home and role
 - Download or email a copy of the final training report from the 'Training Report' section at the bottom of the screen

If you are facing problems with the Care Passport portal, please contact:

carepassporthelp@lambtoncollege.ca

If you have issues accessing or completing your Lambton College courses, please contact:

ltcorientation@lambtoncollege.ca