

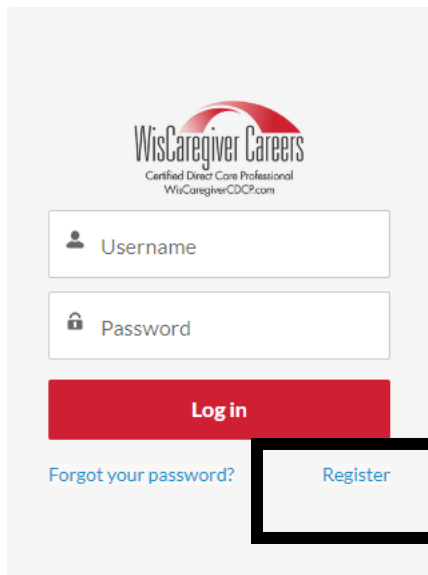
# Microcredential Application Submission

## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

Before submitting your application, you must create an account in our Microcredentialing Dashboard. This account will be used for all training applications you submit to the Microcredential Program

Open this link in a browser: [Login \(uwgb.edu\)](http://uwgb.edu)

Select ***“Register:”***

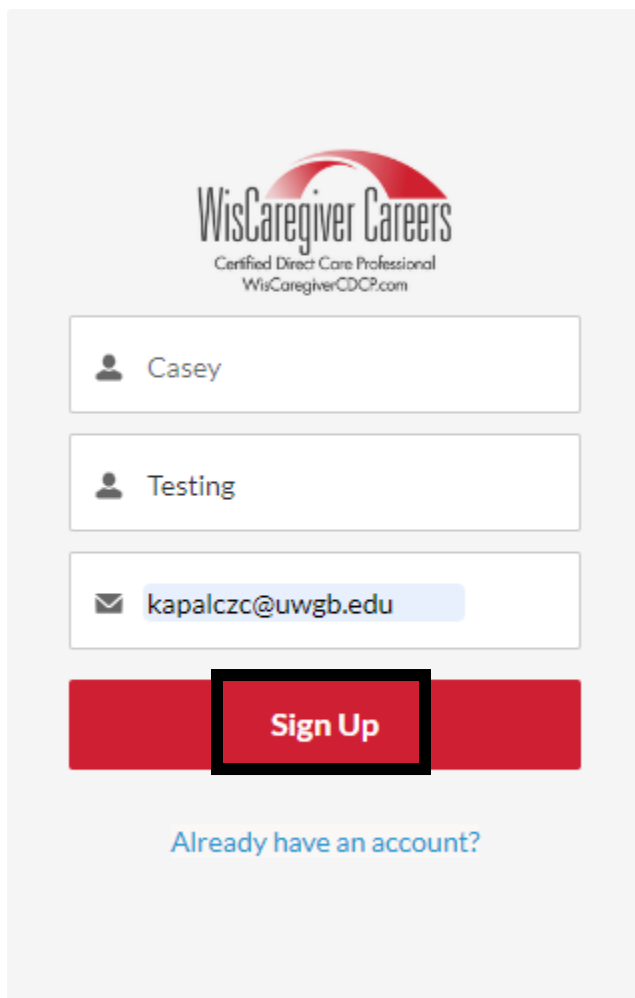


The screenshot shows the WisCaregiver Careers login and registration interface. At the top, the logo for WisCaregiver Careers is displayed, including the text "Certified Direct Care Professional" and the website "WisCaregiverCDCP.com". Below the logo are two input fields: "Username" and "Password". A red "Log in" button is positioned below the password field. To the left of the "Log in" button is a link for "Forgot your password?". To the right of the "Log in" button is a "Register" link, which is highlighted with a black rectangular box.

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## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

Enter your first name, last name, and preferred email address and select **“Sign-up:”**



The screenshot shows a sign-up form for WisCaregiver Careers. At the top is the logo with the text "WisCaregiver Careers", "Certified Direct Care Professional", and "WisCaregiverCDCP.com". Below the logo are three input fields: the first contains "Casey", the second contains "Testing", and the third contains "kapalczc@uwgb.edu". A red button labeled "Sign Up" is highlighted with a black border. Below the button is a link that says "Already have an account?"

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After signing up, you will receive a message asking you to check your email for further instructions:


**NOW, CHECK YOUR EMAIL**


Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

[Back to login](#)

You will receive the following email in your inbox (**Note**: If the email does not arrive within 15 minutes, please check your Junk/Spam folder). Select the link to log in to your newly created account:

Welcome to The UWGB Microcredential Dashboard

 noreply@salesforce.com on behalf of The UWGB Microcredential Dashboard <kevin@swiggumconsulting.com>  
To: kapalcz+112233@uwgb.edu



 We could not verify the identity of the sender. Click here to learn more.

Hi Casey,

Welcome to The UWGB Microcredential Dashboard! To get started, go to [https://cdcp.uwgb.edu/login?](https://cdcp.uwgb.edu/login?c=YW6HUZlv37AsSdvmPvhjmT2yK7imecFQw6xvCTm112jgdEYIc5Jqz4qTC11wey8NiwWW7J5YL7et9S3BLVjoMEKCEeGFRFw91cU4UvzRAon.k5oWWFeZaNDyCIANOOxvJ13oZp7EGS0hS8Mrl8zF009X1b9lfn11fjgkOdr.244xUo8NnpBva27cIzNn1zvsK2miReMu2DYGAD2TeH4Zg%3D%3D)

Username: [kapalcz+112233@uwgb.edu](mailto:kapalcz+112233@uwgb.edu)

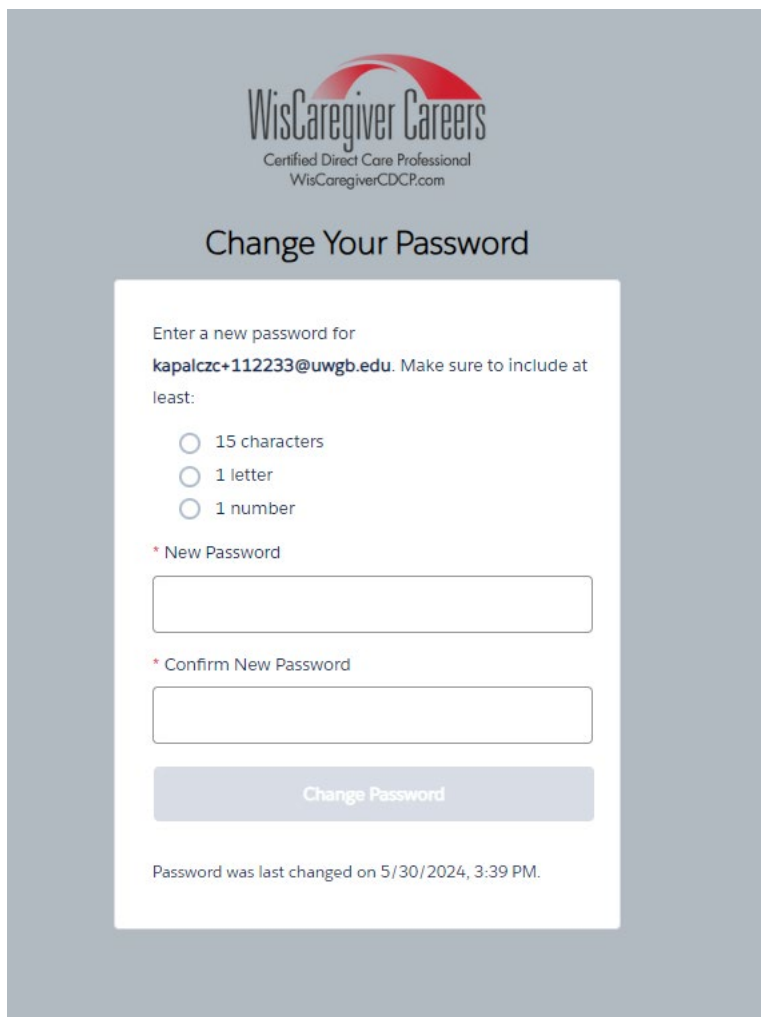
Thanks,  
University of Wisconsin - Green Bay

# Microcredential Application Submission

## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

You will be prompted to create a password. (**Note**: Please make note of your username and password as you will need them to access your dashboard):

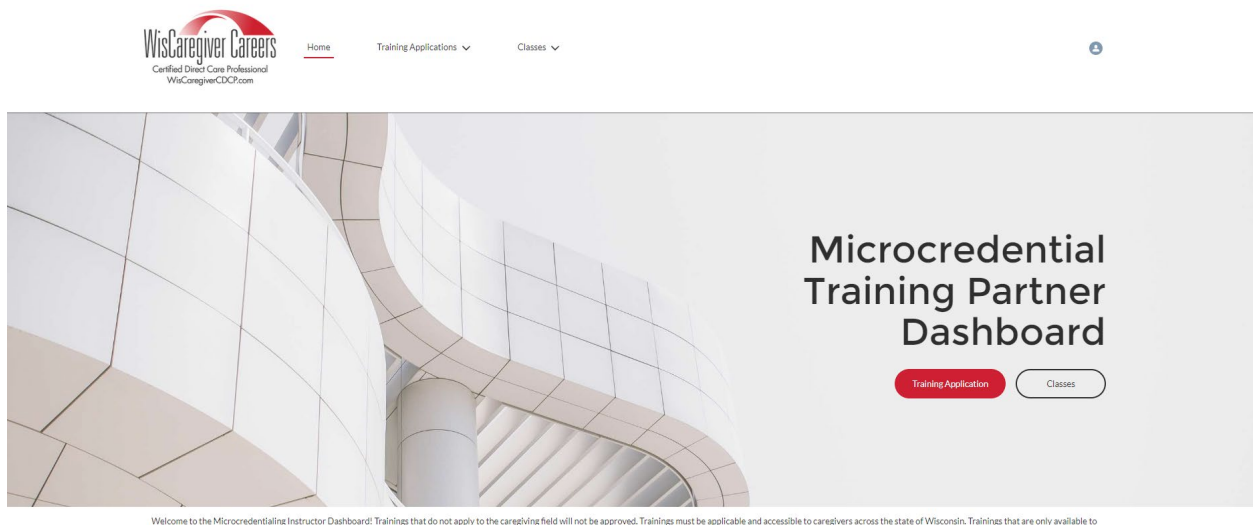


The screenshot shows a web interface for changing a password. At the top, the WisCaregiver Careers logo is displayed with the text 'Certified Direct Care Professional' and 'WisCaregiverCDCP.com'. Below the logo, the heading 'Change Your Password' is centered. The main content area is a white box with a light gray border. It contains the following elements: a prompt to 'Enter a new password for kapalczc+112233@uwgb.edu. Make sure to include at least:' followed by three radio button options: '15 characters', '1 letter', and '1 number'. Below these are two required input fields: '\* New Password' and '\* Confirm New Password'. A 'Change Password' button is located at the bottom of the form. At the very bottom of the white box, a status message reads: 'Password was last changed on 5/30/2024, 3:39 PM.'

# Microcredential Application Submission

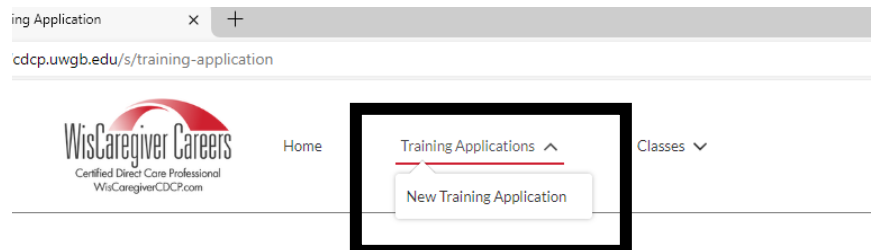
## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

You are now logged in to your personal Microcredential Training Partner Dashboard!



Welcome to the Microcredentialing Instructor Dashboard! Trainings that do not apply to the caregiving field will not be approved. Trainings must be applicable and accessible to caregivers across the state of Wisconsin. Trainings that are only available to

You are now ready to submit your Training Application. Select ***“Training Application”*** and ***“New Training Application:”***



# Microcredential Application Submission

## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

You will now complete all of the required fields applicable to your training:

### Microcredential Application for Potential Training Partners

**Update Instructor Information**  
\*Indicates a required field

First Name  
Casey

Last Name  
ProdTesting

Middle Initial

Nickname

Birthdate

Address

City

Country  
--None--

State  
--None--

Zipcode

Phone

Email  
kapalczc-112233@uwgb.edu

Secondary Email  
you@example.com

Website

Does your organization offer trainings to direct care professionals (also known as direct support professionals (DSP), caregivers, and direct care workers (DCW)? Would you like the Department of Health Services (DHS) and University of Wisconsin - Green Bay (UWGB) to help connect Certified Direct Care Professionals (CDCPs) with your training opportunity?

Please complete this application to tell us more about your training. For more information, visit this link.

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### Microcredential Application for Potential Training Partners

\* CDCPs will receive a digital badge based on the category with which your training best aligns.

- Trauma-Informed Care
- Dementia/Memory Loss
- Children, Youth, and Families
- IDD and Autism Spectrum Diagnoses
- Spinal Cord and Traumatic Brain Injuries
- Mental Health
- Leadership and Management
- Other

\* How long is the training?

- 2 hours and over
- Under 2 Hours

\* Is your training available for CDCPs outside of your facility or organization?

- Yes
- No

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## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program


### Microcredential Application for Potential Training Partners

**Spinal Cord and Traumatic Brain Injuries**  
**Casey ProdTesting - Spinal Cord and Traumatic Brain Injuries**

\* Indicates a required field

\* What is the name of your training?

\* Please describe your training in 1-3 sentences



\* What setting is your training offered in (choose all that apply)

Virtual  
 In-Person  
 Hybrid (Virtual or In-person)

\* Please share the URL for your training's webpage

\* How long does your training take to complete (in hours)?

\* Does your training require regular recertification?

Yes  
 No

\* What is the cost of your training (if free, please enter 0)?

\* Is your program accredited by any professional organizations, universities, or governmental agencies?

Yes  
 No

Add anything else you would like DHS/UWGB to know about your training opportunity

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## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

### Microcredential Application for Potential Training Partners

#### Casey's Prod Test

#### Casey ProdTesting - Spinal Cord and Traumatic Brain Injuries

\* Indicates a required field

#### Please read the terms below and indicate your agreement

\* I understand that if my training is approved as a microcredential, I will need to be re-certified every 3 years and continue to meet the renewal requirements

I Understand

\* This opportunity is offered at no cost to training partners through 6/30/2025. After this date a fee to participate may apply unless additional funding is secured for this program. DHS will communicate any potential future fees with active microcredential training partners as soon as possible

I Understand

\* To register as an official microcredential opportunity, it is important you provide DHS/UWGB with information about the CDCPs who successfully complete this course. If selected for this opportunity, do you attest that you will be able to electronically capture and share the following information

I attest I will be able to electronically capture and share First Name, Middle Initial, Last Name, DOB, Email, Phone, and Zip for students

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### Microcredential Application for Potential Training Partners

#### Casey's Prod Test

#### Casey ProdTesting - Spinal Cord and Traumatic Brain Injuries

Thank you for applying! Our staff will review the request, and we will notify you of the results. Once approved, you will be able to create classes and add participants from the portal.

Please email [cdcp@uwgb.edu](mailto:cdcp@uwgb.edu) with any questions

Go Back to Home Page

# Microcredential Application Submission

## Instructions on submitting your application for the WisCaregiver Careers CDCP Microcredential Program

Once your application is successfully submitted you will receive the following email. Please allow [redacted] for our team to review and approve your application:

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Thank you for your application to our CDCP Microcredential Program!

Please allow up to 30 days for our team to review your application. You will be contacted once a decision has been made.

If you have further questions about the process, don't hesitate to reach out to us at [cdcp@uwgb.edu](mailto:cdcp@uwgb.edu)

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### Application Submission Tips, Tricks, & Notes:

- We require training to be **at least two hours** in length to be considered for approval
- Trainings that are only available to highly specific groups of caregivers (e.g. a facility's internal training for their own staff) will not be approved
- If your training is [redacted] by any professional organizations, universities, or governmental agencies we will require the following documents be uploaded with your application:
  - Curriculum overview
  - Sample module of at least one topic
  - Method used to assess success
  - **Optional:** A recording of all or part of the training session

If you have any questions during your application submission process, please contact our CDCP Service Team at [cdcp@uwgb.edu](mailto:cdcp@uwgb.edu)