

WisCaregiver Careers

Certified Direct Care Professional
WisCaregiverCDCP.com

Start Your Career in Health Care



Certified Direct Care Professional (CDCP)
Comprehensive Guide

Take the Next Step in Your Life!

Are you looking to make a difference in people's lives? Would you like to learn skills to help others? Is it important for you to support your community? It has never been easier to learn the skills needed for a fulfilling career in health care. As a Certified Direct Care Professional (CDCP), you can help improve the quality of life for people who are elderly or have a disability.

Visit our [website](#) to see videos and to learn more about WisCaregiver Careers.

Questions? Email us at CDCP@uwgb.edu or call 920-465-2315.



Certified Direct Care Professional
WisCaregiverCDCP.com

A professional workforce advancement program.



WISCONSIN DEPARTMENT
of HEALTH SERVICES



UNIVERSITY of WISCONSIN
GREEN BAY



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Certified Direct Care Professional Program Overview

How does the program work?

- 1 Register at <https://www.wiscaregivercdcp.com/signup/>
- 2 Complete the free, 20-to-40-hour online training program at your own pace.
- 3 Receive your CDCP designation and a \$250 completion bonus if you work for or are hired by a qualified provider.
- 4 Get named to Wisconsin's Certified Direct Care Professional Registry.
- 5 Connect with employers throughout Wisconsin.
- 6 Work six months at a qualified employer and earn a second \$250 bonus.
- 7 Grow into future positions, like certified nurse aide (CNA), medication aide, licensed practical nurse, and more.

What will I do?

The on-the-job role of a CDCP may include:

- ✓ Helping your client with daily activities, such as getting dressed, moving around, meals, and body care.
- ✓ Taking care of household duties your client can't do on their own, like laundry, light cleaning, running errands, or getting to appointments.

Where will I work?

Workplace opportunities for CDCPs include:

- ✓ Employment at a personal or home health agency to provide personal care and supportive home care services in a client's home. Care provided may include activities of daily living (ADLs) and/or medically oriented tasks (MOTs).
- ✓ Employment through the Include, Respect, I Self Direct (IRIS) program – helping support an IRIS participant one-on-one in their home as a participant-hired worker.
- ✓ Employment at assisted living facilities such as:
 - ✓ 1-2 bed Adult Family Homes
 - ✓ 3-4 bed Adult Family Homes
 - ✓ Community-based residential care facilities (CBRF)
 - ✓ Residential care apartment complexes

Next Steps: How to Become a CDCP

Register for CDCP training

- 1 From wiscaregivercdcp.com/signup/, click the red box

Apply here for free CDCP training!

- 2 OR, from uwgb.edu/certified-direct-care-professional/, click the blue box.

SIGN UP TODAY →

- 3 On Page 1, select your language (English or Spanish are options for application and training curriculum). Check the box to acknowledge your understanding. Complete all fields as they populate. Fields with a red asterisk are required.
- 4 On Page 2, read through the confirmation fields and check the boxes as you go. Click "submit" when complete.

Start your training

- 1 Soon, you will receive a confirmation of your registration to the email address you provided. In this email, a link will direct you to CDCP Canvas Course enrollment. Click your blue link, as shown in the example below:

Greetings,
 Thank you for registering for the CDCP Training.
 Please note the course is self-paced and you may start anytime you would like. Click this link to enroll in the online CDCP Canvas Course:
<https://uwgreenbay.catalog.instructure.com/courses/certified-direct-care-professional-program-cdcp-program-iteration-4>

- 2 When you click the link above, you will enter the Certified Direct Care Professional Program interface at the University of Wisconsin-Green Bay. Then click "Enroll Now"

Enroll Now

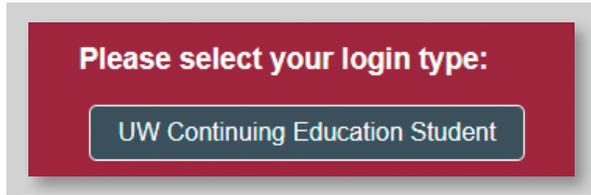
- 3 In Create an Account, provide your full name, email address, and check the box to agree to the acceptable use and privacy policy. Click "Register New Account."

Register New Account

Next Steps: How to Become a CDCP

Return to your training

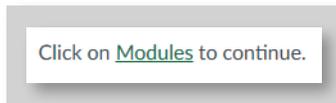
- 1 If you already have an account with Canvas, a web-based management system used by learning institutions, select your account type. For the CDCP program, choose "UW Continuing Education Student."



- 2 Enter your email address and password and log-in.
- 3 Click "Go to Course"



- 4 Click on "Modules". You will be directed to the course and can find where you left off!



Finish your training and take the exam

- 1 When you finish your course, you'll receive an email from UW-Green Bay with details on how to schedule your online CDCP exam. There will be several time slots for you to choose from each week.
- 2 The exam contains 73 questions. It takes about two hours to complete. You may request accommodations for additional time, a private session, someone of your choice to read the questions aloud, etc. If you would like to request an individual accommodation, please reach out to UWGB.
- 3 Once you pass the exam, we will add your name to the Wisconsin Certified Direct Care Professional Registry. You will join a select group of skilled caregivers who hold the CDCP designation.

Next Steps: How to Become a CDCP

Receive your completion and retention bonuses

After completing your training and passing your competency test, you will be listed on the CDCP registry. You will receive an email with congratulations and a request to let us know where you're working.

- ✓ If you work for an eligible provider registered on WisCaregiver Connections, you can expect a \$250 check for your initial bonus in 30 to 60 days after completion of your CDCP test. Bonus payments will come from the Department of Health Services.
- ✓ If you work for an eligible employer not already registered on WisCaregiver Connections, encourage them to sign up so you can become eligible for the bonus. Registration is free, and employers can sign up [here](#).

After six months, you and your employer will receive an email asking you to confirm you're still employed there. Once your continued employment is confirmed, you'll get a \$250 retention bonus within 30 to 60 days. As a reminder, a CDCP is only eligible for one initial bonus and one six-month retention bonus, for a total of \$500 in bonuses.

Refer to our [FAQs](#) for more information about eligible employers and bonuses.



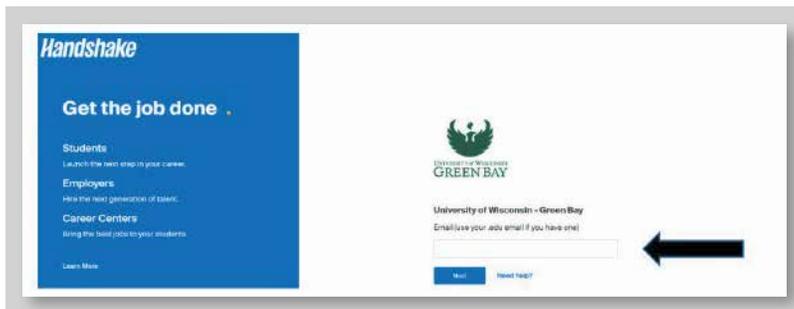
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Connect with Employers

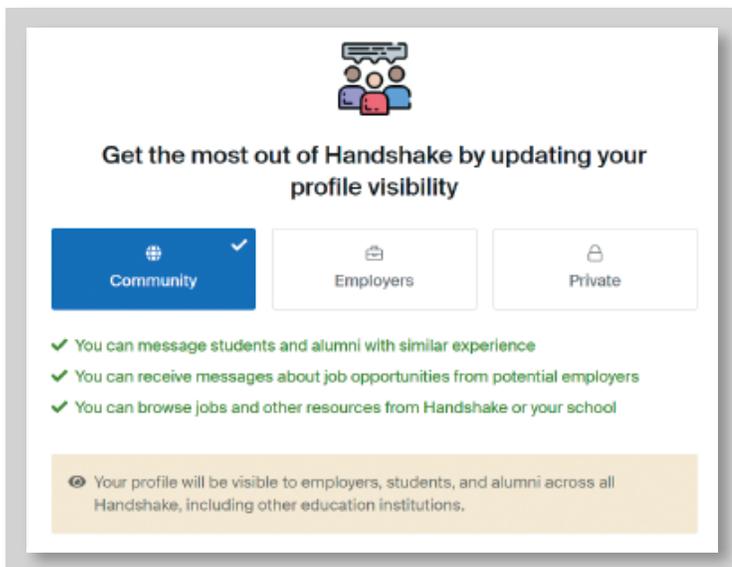
As a CDCP, you have access to WisCaregiver Connections – our free, online job-matching platform. The site is powered by Handshake. You will need to complete some basic steps to set up your account. Next, you can explore employers and openings to find the right fit for you. Once you're hired by an eligible provider, you'll be on your way to earning up to \$500 in bonuses.

How to get started

- 1** After passing your CDCP exam, you will need to create your account for WisCaregiver Connections. Go to [WisCaregiver Connections powered Handshake](#) to create an account.
- 2 Username:** Enter the email address you used to sign up for the CDCP program and click "Next". This should be your personal email. CDCP students are not assigned a uwgb.edu address.
- 3 Password:** You set your own password.



- 4** Set your profile to public, by selecting "Community" visibility. This ensures employers will be able to find your CDCP profile.



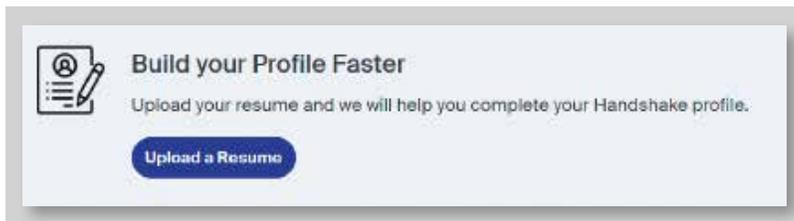
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Connect with Employers

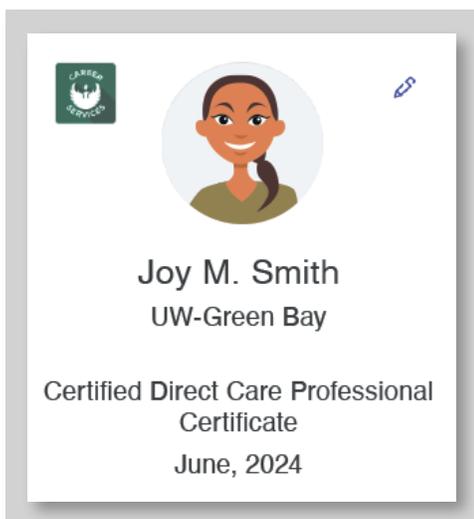
- 5 Complete your profile. You control how little or much information you provide. potential employers. The general rule is the more complete your profile, the more likely an employer will seek you out for job opportunities.
- 6 Click on your profile icon in the top right corner of the screen and select My Profile.



- 7 Upload a resume so employers can see your qualifications (optional).



- 8 Add photo to personalize your listing (optional).



7

Connect with Employers

- 9 Add education. Choose University of Wisconsin-Green Bay under School Name. Choose "Certificate" as your education level. Enter the start and end date of your training. Choose "CDCP" as your area of study.

Education

 **School Name**
University of Wisconsin - Green Bay

Education Level
Certificate

Time Period
Start Date **End Date**
[Month] [Year] May 2014

Area of Study
cdcpc

Cancel Save



Spread the Word

A badge is a visual, virtual way to share your new skills with the world! When you finish the CDCP curriculum and pass the exam, you'll earn your first badge: the CDCP badge. You can upload and display this badge in your email on your signature line, on your resume, and on your social media accounts. You can also take additional trainings (called microcredentials) to earn new badges – more on this [here](#).

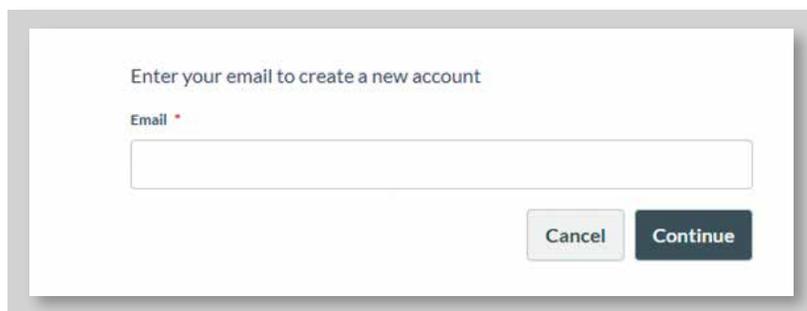
Access your CDCP badge

To share your CDCP badge with the world, take the following steps:

- 1** Watch your email. After passing the CDCP competency test, you will get an email notification letting you know you have earned a badge. The sender's name is "Canvas Badges" and the email address is noreply@badgr.com.
- 2** To access your CDCP badge, scroll down to the bottom of this email and click on "Go to Account" or "Download" to access your badge.
- 3** A new window titled "Welcome to Canvas Badges (US)" will appear for you to create an account. You must create a Canvas Badges account to access your CDCP badge and any future badges. To do this, click "Create an Account".



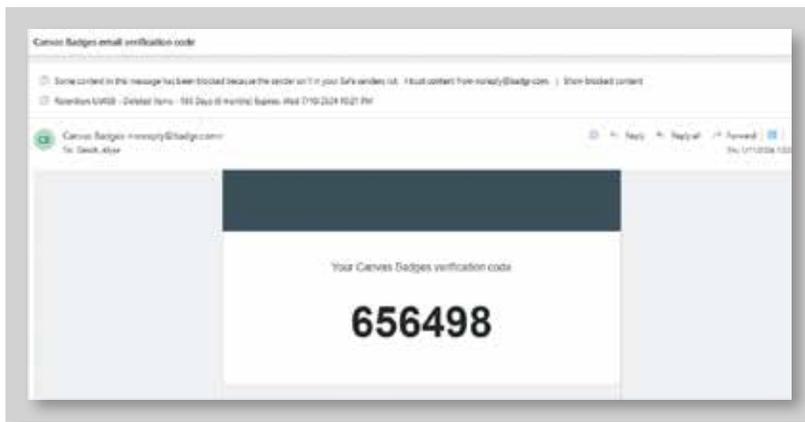
- 4** Type in the same email address you used to sign up for your CDCP training. If you are unsure of what email is associated with your CDCP Canvas course, you can ask the CDCP help desk at cdcp@uwgb.edu.



Spread the Word

- 5** After you have typed in your email address, select “Continue.” Once you continue, the system will automatically email you a verification code that you will enter on the next screen. It may take a few moments for the verification code to arrive. Once you receive the code, enter it into this new window:

Below is an example of what the verification code may look like in your email.



After you enter in the code, you will be asked to enter additional information needed for your new account. Once you have completed the process of creating an account, you will be logged in to see your badge.

- 6** You may earn additional badges by completing microcredentials as discussed below. Your additional badges will also link to your Canvas Badges account. They will also show up on the WisCaregiver Careers registry.
- 7** Download your badge to your personal device.

Spread the Word

Sharing your CDCP badge and other badges

You can choose to share your badges in your email signature, resume, website, or upload them to your social media profiles. Here's how to get started:

Attach a badge to an email signature

- 1 Go to your email settings.
- 2 Select the "Signature" option.
- 3 Upload your downloaded badge to your email signature.
- 4 Save your new signature.
- 5 Your badge will be automatically attached to each email you create.

Attach a badge to a resume

The easiest way to attach a badge to your resume is by uploading it to your resume document.

If you are using Microsoft Word:

- 1 Open your resume file.
- 2 Go to "Insert"
- 3 Select "Pictures"
- 4 Select where you saved the badge and then upload it into your document.
- 5 Save the document in Word (and PDF, optional).

Attach a badge to a social media page

You can upload the badge to your social media page just like you do with any pictures you upload on your page. Follow the directions on each of your social media handles on how to complete this process.

Additional Incentive: Recruit Future CDCPs

In addition to the \$500 in incentives you can earn for CDCP training and employment in the field, you are now eligible to receive an additional \$250 for every friend you refer to the WisCaregiver Careers CDCP program. There is no limit to the number of friends and colleagues you can refer!

Individuals you refer to the program must:

- 1** Register for online training at WisCaregiverCDCP.com
- 2** Provide your name and email address on their registration form (only one referral can be listed on each individual registration form).
- 3** Successfully complete their training and achieve certification.

Once your referrals are listed on the CDCP registry, you will be mailed a check for \$250 within about six weeks. Please note: CDCP registrants must complete their training by March 31, 2025 to qualify for incentives.



Career Paths: Thinking About Your Future

As a certified direct care professional, you now have many career pathways to consider. You can choose one option or multiple options over time, depending on your career and professional interests and needs.



Career Paths: Thinking About Your Future

1 Remain in the direct care field as a CDCP

You can choose to remain in the direct care field as a CDCP without furthering your education. To retain your CDCP designation, you must renew your certification every three years.



Career Paths: Thinking About Your Future

2 Expand your CDCP skills and earn new badges by completing additional training

Do you have an interest in supporting specific populations of individuals, such as individuals with traumatic brain injuries or memory loss? Are you considering a job change to a different work setting or agency, and would like to gain more skills before making the shift? You can expand your CDCP skills through microcredentials!

What is a microcredential?

A microcredential is a competency-based training that aligns with specific industry needs. For CDCPs, microcredentials offer a great opportunity to continue your education and learn more about specific interest areas. Wisconsin's Department of Health Services (DHS) maintains a list of microcredentials that are relevant and available to CDCPs across the state.

What microcredentials are available to me as a CDCP?

To view a list of all microcredential opportunities reviewed and approved by DHS, please go [here](#). This list is regularly updated as additional trainings are reviewed and approved by DHS. If you do not see a microcredential opportunity that interests you at this time, please check again in the future!

How can I learn more information about microcredentials and sign up to take the course?

When you see a microcredential that interests you *here*, click on the URL. This will take you directly to the training organization's website, where you can read more about the course and learn how to sign up.

I've finished my first microcredential course – now what?

Great work! The organization you completed your training with will let us know you've successfully finished their training. Soon you will receive a badge that represents the training you completed! Your badge will be visible on the CDCP registry and can be uploaded and displayed with your email signature, on your resume, and on your social media profiles.



Career Paths: Thinking About Your Future

3 Laddering to a license-required field or management role

Laddering to a new role, including a management role or a CNA, LPN, or RN designation, is another career advancement opportunity for CDCPs. Your completed CDCP training is the first step to additional educational opportunities and licenses. For instance, a CDCP may use their credentials to begin training as a certified nurse aide (CNA). A CNA can use their license to advance their training as a licensed practical nurse (LPN), and on to Registered Nurse (RN training). CDCPs can also use their skills to cross over into other areas of health care, and to management and administration.



More Resources

Create a Resume

[Job Center Create a Resume](#)

Requires separate account/login

Apply for Benefits (Healthcare, Food Support Rental Assistance, and More)

[ACCESS](#)

Apply for FoodShare, Medicaid (BadgerCare+), Wisconsin Shares Child Care Assistance

[Marketplace](#)

Apply for health insurance through the Marketplace

[WisCovered](#)

Connect with a health insurance navigator to help you explore your health insurance options

[Wisconsin Home Energy Plus](#)

Apply for Energy Assistance to pay for heating and electric bills

[State Life Insurance Fund](#)

Apply for State Life Insurance if your employer does not offer the benefit or you would like additional coverage

[Wisconsin Child Support Program](#)

Apply for assistance, get forms, and information on your rights and responsibilities concerning Child Support

[Wisconsin Works \(W-2\)](#)

Apply for W-2, which is a program that provides employment preparation services, case management and cash assistance to eligible families

[WETAP \(pdf\)](#)

Apply for Wisconsin Employment Transportation Assistance Program (WETAP) for assistance getting to work or to post-high school job training or educational opportunities

[Women, Infants, and Children \(WIC\) Program](#)

Apply for supplemental nutrition if you are pregnant, had a baby in the past six months, are breastfeeding a baby under one year, or care for a child under age five

[Homeownership and Rental Assistance](#)

Explore resources for homeownership and rental assistance in Wisconsin

[Wisconsin Senior Employment Program \(WISE\)](#)

Employment training program for low-income, unemployed individuals aged 55 years and older

More Resources

Personal Finance and Tax Credits

[Tax Credits Available](#)

Learn about the Earned Income Tax Credit, the Child Tax Credit, the Homestead Credit, and more

[How to Manage Personal Finances](#)

Find resources for managing personal finances, coping with unemployment, credit counseling, and avoiding consumer scams

Additional Employment Resources

[Re-Entry Toolkit](#)

Employment resources for justice-involved job seekers

[Older Worker Toolkit](#)

Employment resources for older workers and employers looking to hire older workers

[Division of Vocation Rehabilitation \(DVR\)](#)

DVR helps individuals with disabilities obtain, maintain, and advance employment

[Learn how the CDCP curriculum meets regulatory requirements for different job settings](#)

Still have questions? Refer to our [FAQ](#).