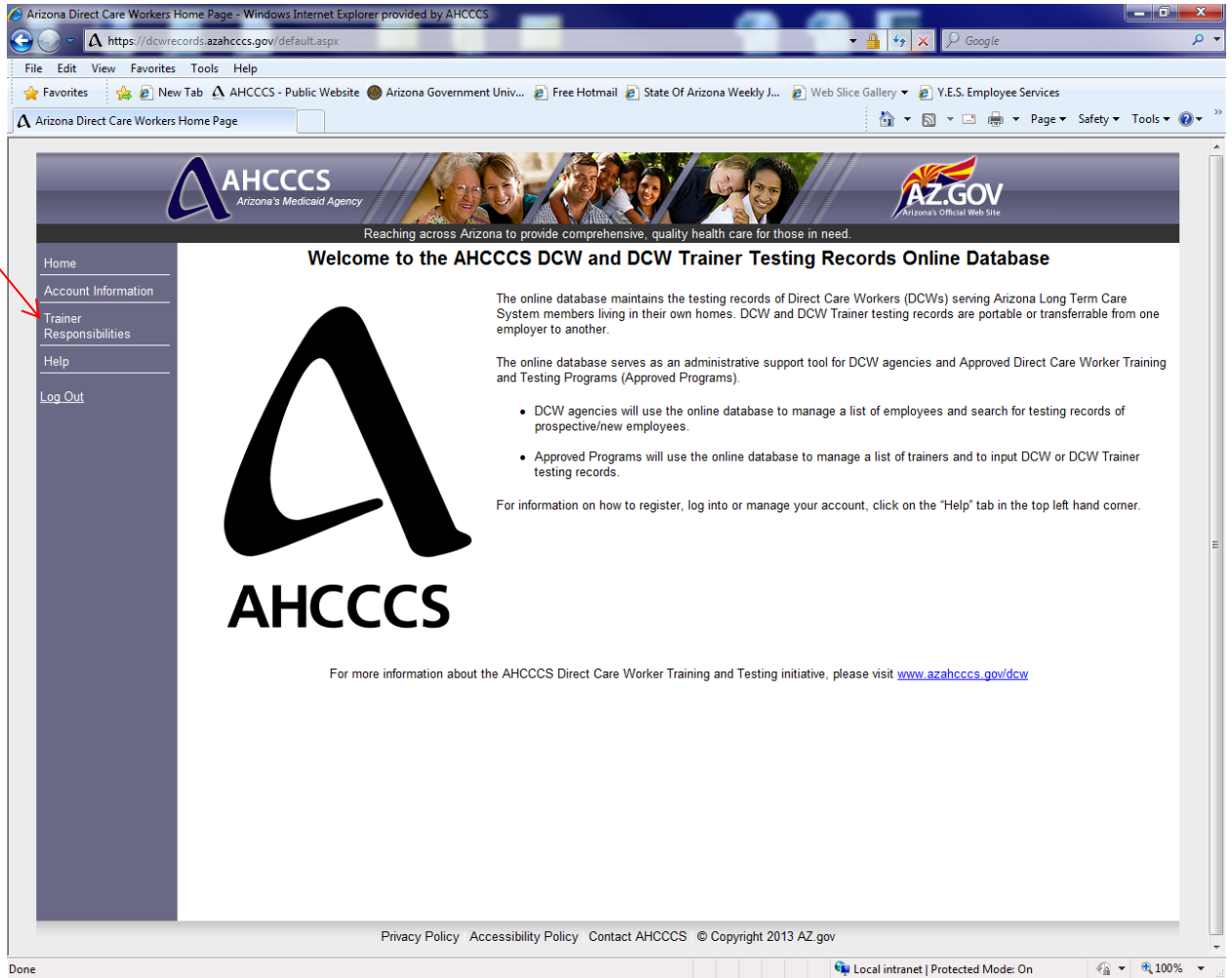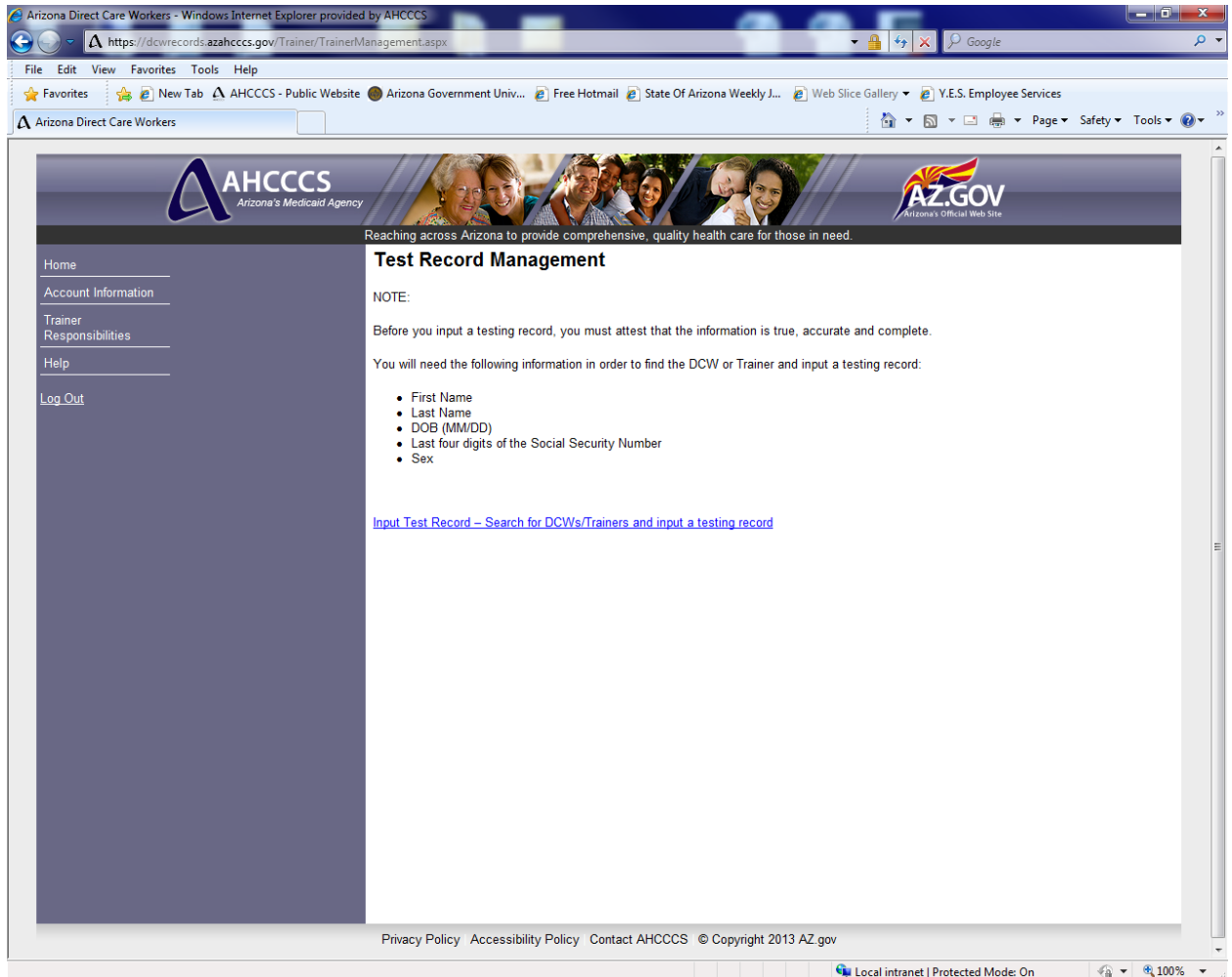STEP ONE Trainer Role: Introduction

Click Here



CLICK: "Trainer Responsibilities"

STEP TWO Trainer Role: Introduction

Trainer Role User Operational Guidelines	
Input Testing Record	Trainer role users will need the following information for a DCW or DCW Trainer in order to find a DCW/Trainer in the online database and enter a testing record. Approved Training and Testing Programs should institute practices to obtain the following information from individuals trained/tested or from referring employers. ▪ First Name ▪ Last Name ▪ Month (MM) and Day of Birth (DD) ▪ Last four digits of the Social Security Number ▪ Sex (Male or Female)
Data Entry Deadline	All users must update data within 30 days. Trainer role users must update testing records within 30 days of a testing event (challenge, regular test or re-test)
Back Up Documentation	Back up documentation shall be retained for a minimum period of six years. Back-up documentation includes testing records and back up documentation for any and all entered data. The documentation can be retained in either electronic or hard copy filing system.

STEP ONE Trainer Role: DCW/DCW Trainer Search

Click Here
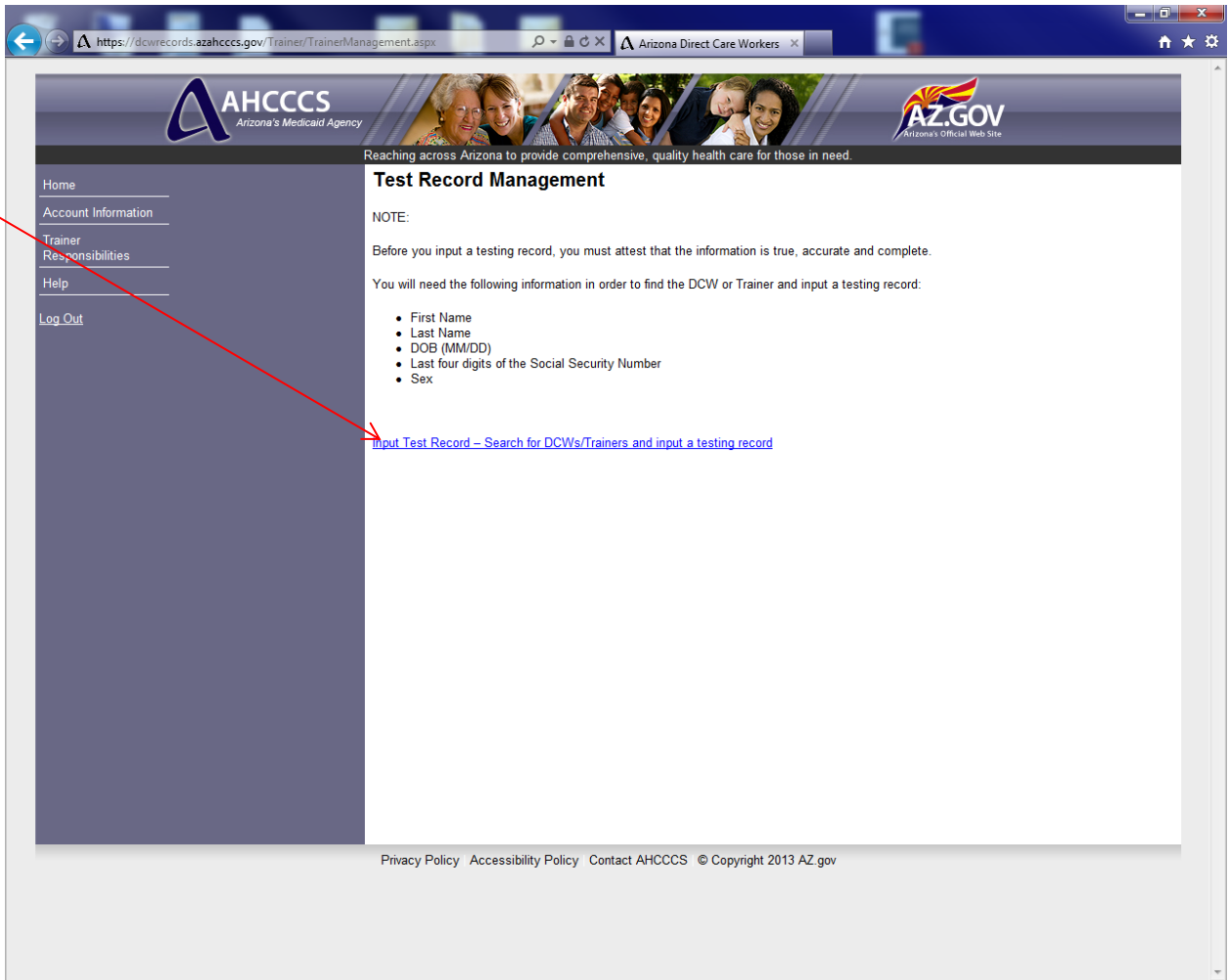
CLICK: "Input Test Record – Search for DCWs/Trainers and input a testing record"

NOTE: *Trainer Role Users enter each testing event into the online database. A testing event equates to testing completed on a given day. Results of testing that occur on the same day are considered one testing event. Results of testing conducted on different days are considered multiple testing events and should be reported separately. The online database calculates the progress of the DCW or Trainer and summarizes if the individual has passed the written or skills testing for each module.*

STEP TWO Trainer Role: DCW/DCW Trainer Search

Click Here

READ: The attestation statement regarding the integrity and security of the testing records.

CLICK: Agree, and the user <u>can</u> proceed with entering the testing records search

CLICK: Disagree, and the user <u>cannot</u> proceed with entering the testing records search

Operational Guideline:

Users need the following information for a DCW/DCW Trainer in order to find a DCW/DCW Trainer in the online database and enter a testing record. Approved Training and Testing Programs should institute practices to obtain the following information from individuals trained/tested or from referring employers.

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

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STEP THREE   Trainer Role: DCW/DCW Trainer Search

Click Here

ENTER: The following information of the DCW/DCW Trainer
- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

CLICK: Find

CLICK: "Select" if the correct information for the individual is displayed.

STEP ONE   Trainer Role: Enter Testing Record

NOTE: *The "Overall Progress" section provides information on the tests that have been successfully completed. The check marks are automatically generated by the system. A check mark next to the specified test denotes the test(s) completed successfully. For example, a check mark next to the Level 1 Fundamentals - Skills Tests denotes that all skills have been passed for the Level 1 Fundamentals Module. It is important to note:*

- *An individual DCW or Trainer may have taken more than one written/skills tests to successfully pass the tests and, therefore, demonstrate they meet the competencies*
- *Users should click on the "View Detailed Testing History" to see if any tests have been taken because the employee may have taken tests, but simply not passed the written tests or skills tests.*

NOTE: The "View Detailed Testing History" allows a user to view the testing history including testing dates and written and skills testing outcomes.

CLICK: "Add New Testing Record"

STEP TWO Trainer Role: Enter Testing Record: Regular Test *(example)*

Click Here

ENTER: Test Date

SELECT: The test type from the drop down menu. Choices include:
- **Challenge** – The DCW or DCW Trainer did not participate in a full-scale training sessions **but** has documented education or work experiences similar to that of a DCW.
- **Regular** – The DCW or DCW Trainer participated in a full-scale training session prior to training
- **Re-Test** – The DCW or DCW Trainer participated in a full-scale training session, but did not pass either the written tests and/or some of the skills

SELECT: The score from the drop down menu for each of the applicable modules written tests. Choices include:
- **N/A** – The written test was not administered
- **Pass 80** – The DCW passed the written test at or above 80%
- **Pass 92** – The DCW or DCW Trainer passed the written test at or above 92%
- **Fail** – The DCW or DCW Trainer failed to pass the written test at the level required to meet the competencies for a DCW or DCW Trainer

SELECT: The score from the drop down menu for each of the applicable module skills tests. Choices include:
- **N/A** – The skills test was not administered
- **Pass** – The DCW or DCW Trainer passed the skills test
- **Fail** – The DCW or DCW Trainer failed to pass the skills test

CLICK: Submit and "I have verified the tests results" *(Note: A confirmation will be displayed stating that the record has been saved.)*

STEP TWO Trainer Role: Enter Testing Record: Regular Test *(example)*

Operational Guidelines:

Only successfully completed <u>challenge tests</u> (all required written and skills tests) are entered into the online database.

Knowledge and skills testing may be administered at different times and may be split into smaller units, administered in segments.

- If an Approved Training and Testing Program administers <u>incremental written testing</u>, a cumulative testing record score is entered into the database once all the knowledge based testing is completed.
- If an Approved Training and Testing Program administers <u>incremental skills testing</u>, each separate testing event should be recorded in the database.

STEP TWO Trainer Role: Enter Testing Record: Re-Test *(example)*

Click Here

ENTER: Test Date

SELECT: The test type from the drop down menu. Choices include:

- **Challenge** – The DCW or DCW Trainer did not participate in a full-scale training sessions **but** has documented education or work experiences similar to that of a DCW.
- **Regular** – The DCW or DCW Trainer participated in a full-scale training session prior to training
- **Re-Test** – The DCW or DCW Trainer participated in a full-scale training session, but did not pass either the written tests and/or some of the skills

NOTE: *All passed written and skills tests will be highlighted in green. Users only need to update the fields for previously failed tests.*

SELECT: The score from the drop down menu for each of the applicable modules written tests. Choices include:

- **N/A** – The written test was not administered
- **Pass 80** – The DCW passed the written test at or above 80%
- **Pass 92** – The DCW or DCW Trainer passed the written test at or above 92%
- **Fail** – The DCW or DCW Trainer failed to pass the written test at the level required to meet the competencies for a DCW or DCW Trainer

SELECT: The score from the drop down menu for each of the applicable module skills tests. Choices include:

- **N/A** – The skills test was not administered
- **Pass** – The DCW or DCW Trainer passed the skills test
- **Fail** – The DCW or DCW Trainer failed to pass the skills test

CLICK: Submit and "I have verified the tests results" (*Note: A confirmation will be displayed stating that the record has been saved.*)