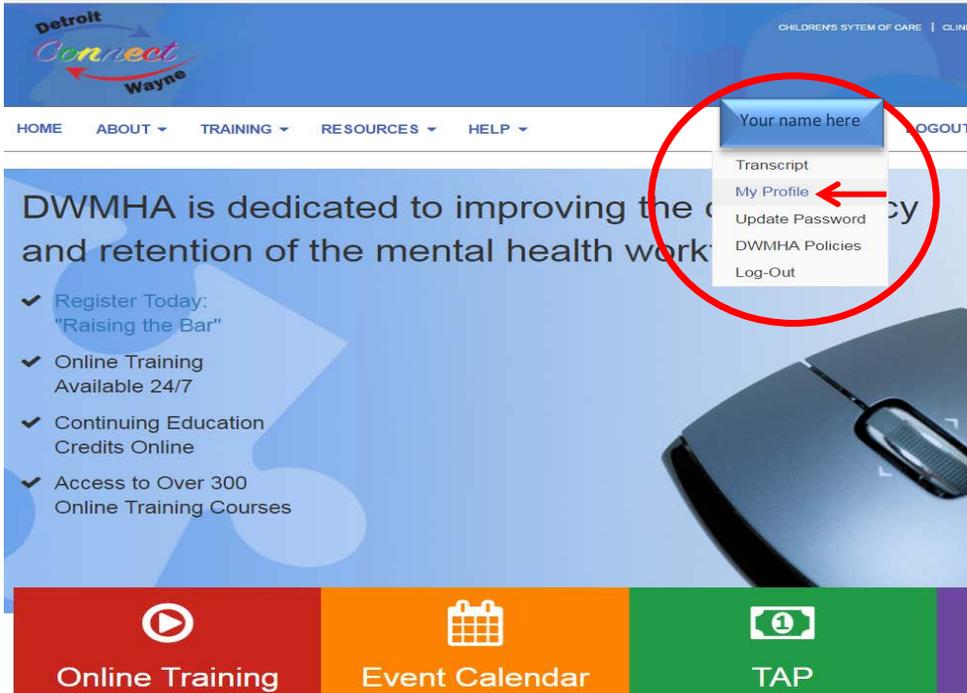# VCE Profile Instructions

Website - www.dwctraining.com

Step 1

A) After you log in, click the drop down on your name and select **"My Profile"**

**That will then bring you to a page for you to fill out your information

Step 2

B) Select the amount of employers you work for **(1, 2 or 3)** then select **"Add Additional Employer"**

Employment Information

Employer country *
United States

Employer State *
Michigan

Employer county *
Wayne

Organization *

Lexington Home
Liberal Manor
Lidotson Residential Treatment Facility
Life Center, Inc.
Life Challenge of SE MI
Life Changing Crisis & Respite Center, Inc.

Organization Address *

[JW Home] 5656 Belton, Garden City, Michigan, 48135
[King Home] 28829 King Road, Romulus, Michigan, 48174
[Life Center Home] 6737 N. Wayne Rd., Westland, Michigan, 48185
[Main Office] 15419 Middlebelt Rd., Livonia, Michigan, 48154
[Marshall Home] 33794 Curtis Rd., Livonia, Michigan, 48152
[McDonald Home] 26495 McDonald, Dearborn Heights, Michigan, 48125
[Newberry Home] 35331 Herroun, Wayne, Michigan, 48184

Is this your primary employer? ● Yes ○ No (i.e., where you work the most hours)

Job Category for this Employer * Select all that apply

Category	Is Primary	Category
☐ Administrative (management, executive)	○	☐ Pharmacist
☐ Adult Foster Care Home Operator	○	☐ Physical Therapist (PT)
☐ Audiologist	○	☐ Physical Therapy Assistant
☐ Behavior Health Coordinator	○	☐ Physician (MD or DO)
☐ Board Director/Trustee	○	☐ Physician Assistant (PA)
☐ Case Manager	○	☐ Placement Coordinator
☐ Certified Addiction Counselor	○	☐ Prevention Educator
☐ Certified Advanced Addictions Counselor	○	☐ Prevention Specialist
☐ Certified Peer Support Specialist	○	☐ Professional Counselor
☐ Certified Rehabilitation Counselor	○	☐ Program Assistant
☐ Clinician/Case Manager (YAP)	○	☐ Program Manager
☐ Consumer (Receiver of Services)	○	☐ Program Operations Coordinator
☐ Consumer Advocate	○	☐ Program Operations Specialist
☐ Corporate Compliance Officer	○	☐ Program Supervisor
☐ Crisis Counselor		☐ Psychiatrist
☐ Department of Human Services Worker		☐ Psychologist
☐ Dietician/Nutritionist		☐ Quality Information Analyst
☑ Direct Care/Community Health Worker (Aide, Personal Assistant etc)	●	☐ Quality Operations Manager
		☐ Recovery Coach

Step 2 (Continued)

C)   Fill in the information as shown on the image to the left

**If you know the name of the home you will be working at, you can search and select it here. If you aren't sure or can't find the home name, simply select "Main Office" as shown

D)   Select the option of **"Primary Employer"** if you work the most hours with Life Center

E)   The job category you will select will be **"Direct Care/Community Health Worker"**.

F)   Select **"Is Primary"** on the right side

To save updates made to your profile, please continue to Step 8 to "Accept" the Terms of Use agreement.

Service Type * (You must check at least one)

- ☐ Administration
- ☐ Assertive Community Treatment (ACT)
- ☐ Autism Services/Applied Behavioral Analysis
- ☐ Behavioral Healthcare Group/Private Practice
- ☐ Case Coordination
- ☐ Case Management
- ☐ Child Mental Health Professional (CMHP)
- ☐ Clubhouse/Psychosocial Rehabilitation
- ☐ Co-Occurring Treatment
- ☐ Community Employment Services
- ☑ Community Living Services (CLS)

- ☐ Medication Assisted Mental Health Individual & Gr Therapy
- ☐ Nursing/Private Duty Nursing
- ☐ Occupational Therapy
- ☐ Opioid/Methadone Treatment Program
- ☐ Parent Management Training-Oregon (PMTO)
- ☐ Peer Support Specialist
- ☐ PeerDirected/Consumer-Peer Recovery Support
- ☐ Permanent Supportive Housing
- ☐ Physical Therapy
- ☐ Prevention Services

Step 3

G)   The Service Type you will select will be **"Community Living Services"**

My Profile

Step 4 of 8

To save updates made to your profile, please continue to Step 8 to "Accept" the Terms of Use agreement.

Population Served * (You must check at least one)

Name	Is Primary
☐ Not Applicable	○
☐ Dual Eligibles	○
☐ Early Childhood	○
☑ I/DD Adult	●
☐ I/DD Child	○
☐ Juvenile Justice	○
☐ MI Adult	○
☐ MI Child	○

Step 4

H)   The Population Served you will select will be **"I/DD Adult"**

I)   Select **"Is Primary"** on the right side

My Profile

Step 5 of 8

To save updates made to your profile, please continue to Step 8 to "Accept" the Terms of Use agreement.

Do you have a Professional License Number? *

○ Yes ● No

[Previous Step] [Next Step]

J) You will select **"No"** for Professional License Number

Step 6 of 8

To save updates made to your profile, please continue to Step 8 to "Accept" the Terms of Use agreement.

Certificates & Certifications (Check all that apply)

- Addictions Counselors
- Infant Mental Health Specialists
- MDHHS Credentials
- Miscellaneous
- Nursing Assistant
- Supervision
- Training Program Certificate
- Other

[Previous Step] [Next Step]

Step 7 of 8

To save updates made to your profile, please continue to Step 8 to "Accept" the Terms of Use agreement.

Any special requests to enable your participation in VCE events?
(Check all that apply)

Dietary Restrictions
- ☐ Gluten Intolerant
- ☐ Kosher Meal
- ☐ Lactose Intolerant
- ☐ Peanut Allergy
- ☐ Shellfish Allergy
- ☐ Vegan Meal
- ☐ Vegetarian Meal

Special Accommodations
- ☐ Disabled (with caretaker accompaniment)
- ☐ Hearing Impairment (Need Sign Language Interpreter)
- ☐ Vision Impairment
- ☐ Vision Impairment (with seeing-eye dog)
- ☐ Wheelchair Accessibility

Other
- ☐ Other? Please specify:

[Previous Step] [Next Step]

Steps 6 & 7

K) These are where you can select any Certificates you would like to enter or personal preferences you'd like to enter

You do not have to select anything. Click **"Next Step" to proceed

To save updates made to your profile, please continue to "Accept" the Terms of Use agreement.

*Required Fi

Contractual Agreement

Terms of Use

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☑ I "ACCEPT" the Terms of Use

[Previous Step] [Save Profile]

Step 8

L) When finished reading through the Agreement, check the box **"I Accept the Terms of Use"**

M) Click **"Save Profile"** and you are finished!

If you have any questions, please call the Life Center Office at (734) 261-1094