

Housing Support Services DHS Trainings

Training #1: Housing Coordinator Training

Training #2: Mandated Vulnerable Adult Training

Training #1:

1. Request a New User Unique key; Fill out the [TrainLink - Unique Key Request Form](#)

- This Step takes up to 48 hours to process where your Unique Key will be emailed to you.
- If the DHS has any further questions please make sure to respond back to them with your answers accordingly and in a timely manner.

Once you have your Unique Key, scroll down to the Learning Centers and choose, [Housing and Support Services Learning Center](#)

Learning Centers

If you know your User ID, select a link below to access a Learning Center with program specific course offerings and registration information.
Note: The Training Learning Centers are unavailable for system maintenance from 7:00 a.m. to 8:30 a.m. every Friday.

- [Behavioral Health](#)
- [Child Support](#)
- [Childcare Services](#)
- [Disability Services](#)
- [Health Care](#)
- [Housing and Support Services](#)
- [Income Maintenance and Employment Services](#)
- [Licensing](#)
- [Other Adult Programs](#)
- [Training \(MCO\)](#)

Additional DHS training and enrollment options for training areas not listed above are available through the links in the [Training News and Information](#) page. Locate Brief and Fund of Hearing Services, MHCP Provider, and MHCP Ombudsman training events in [Training News and Information](#).

2. Sign On to the Learning Center using your Unique Key that is emailed to you.

- If you can't access your email with your Unique Key, go to [lookup Unique Key and sign in](#) using your email that you used to fill out the Request form; Copy UniqueKey and use to sign onto the learning Center



Housing and Support Services Learning Center

Main Menu:

Search Learning Activities

- [Course Catalog](#)
- [Class Schedule](#)

Student Information

- [Information We Have About You](#)
- [View or Print Your Transcript](#)
- [Your Training Calendar](#)
- [Your Training Plan](#)
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Communication

- [Contact Us](#)



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Sign On

3. After signing in, click on “Course Catalog” from the Main Menu

4. Type “Housing” in the Search For bar

Home > Course Search

Course Search

Select the category of the course you want. You can also optionally search the names of courses for specific words.

Search

Search For:

Find training that has:

☐ All of these words
☒ One or more of these words
☒ Allow partial word matching

Additional Search Options

Category:

Limit scheduled training to the following date range:

From (today or later) To

Home > Course Search > Search Results

All Housing and Support Services Courses

Search Criteria: Housing

Below are course listings information. The next available class session is shown. Click the Calendar icon next to the Tabular Action to view other scheduled dates (if any).

Showing Page 1 of 1

Search Course Name:

Course Name	Course Code	Delivery Method	Next Session
HOUSING SUPPORT SERVICES TRAINING FOR HOUSING STABILIZATION SERVICES	805204-01	Web-Based Training	On-demand
HOUSING CONSULTANT TRAINING FOR HOUSING STABILIZATION SERVICES	805204-02	Web-Based Training	On-demand
HOW TO USE THE HOUSING SUPPORT SERVICES TRAINING CENTER	805204-03	Web-Based Training	On-demand
HOUSING PROVIDER TRAINING FOR HOUSING STABILIZATION SERVICES	805204-04	Web-Based Training	On-demand

5. Click on each course then individually add all 4 courses to your training plan

Here is more information about this course:

- You may access these courses under “Your Training Plan” from the Main Menu once courses are added to your training plan.

6. Once you have completed all your courses will be able to access your training transcripts under “View or Print Your Transcript”

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Print your transcript or email it to Office Administrators at your earliest convenience upon completion.

Training #2: Vulnerable Adult Training

1. Go to [Vulnerable Adults Mandated Training](#)
2. Follow the prompts
3. Complete the training materials
4. Request [Certification Assessment](#) by following the prompts provided by the DHS
5. Fill out the questionnaire and choose **“Other Mandated Reporter”** under Position
6. Take the Certification Test
7. Once you have completed the test, your certificate will be emailed to you
8. Print or email your certificate to office administrators at your earliest convenience.

Please contact Office Administrator for more information or any questions