



HUMAN RESOURCES CENTER, INC.

www.hrcinc.org

Direct Support Professionals have an Annual Training Requirement of 24 hours per year. Completing this requirement is each individual staff's responsibility. The online resource "Direct Course" is available to help you meet this obligation. Below is the link and sign on information.

Direct Course online Training:

<https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=PA/>

Sign-on: (first initial) (last name) (last four of SS#)

Password: hello

Self-enrolling for a training:

- Start at "My Personnel page"
- Self-Enroll – eLearning click on "View "
- Click enroll
- Select lessons you want and click on "add lesson"

Printing a Certificate:

- Start at "My Activities Overview"
- Left Margin under "Click to view"- click on "Credits Earned"
- There will be a list of completed lessons- to the right of the lesson, you want to print a Certificate for, click on [CDS](#)
- You may have to fill out an evaluation on the lesson
- You will see the Certificate – ctrl P or right click and print

Resetting your password

- The verification code is the last four of your SS#