

How to Locate & Enroll in Continuing Education Courses in Relias:

- 1) Once you have a license/certification already added to your Relias user account, you can begin searching for courses to complete for continuing education credit by selecting the “Course Library” tab below the left overview menu.

The screenshot shows the 'Course Library' page in the Relias system. On the left sidebar, the 'Course Library' tab is highlighted with a red circle. The main content area shows a search bar and a list of courses. The 'Filters' section on the left includes 'My Licenses & Certifications', which is highlighted with a red circle. The course list includes 'LED Incident Reporting', 'Prevention of Nurse Suicide', and 'Suicide Prevention: Screening and Assessment Concepts'. Each course entry shows its duration, format (video or text), and a 'Enroll' button.

- 2) A full list of modules available to you will appear. To filter by courses approved for your license/certificate select the “My Licenses & Certifications” filter and choose your license/certification type. The system will then filter down to show only those courses that have been approved for continuing education towards your license/certification selected.

The screenshot shows the 'Course Library' page after filtering. The 'My Licenses & Certifications' filter is selected, and the 'Nurse Resource Professional Michigan' option is highlighted with a red circle. The course list is filtered to show only relevant courses. The course list includes 'Effective Leadership', 'Discrimination in the Workplace for Supervisors', 'Transitioning to a Supervisor', and 'What Managers Need to Know About Sexual Harassment'. Each course entry shows its duration, format (audio or text), and a 'Enroll' button.

*For additional information about a course, you can select the title of a course to view the course description, outline, and any accreditation information.

The screenshot shows a detailed view of the 'Effective Leadership' course. The 'Effective Leadership' title is circled in red. The page is divided into several sections:

- Course Description:** The success of a business depends on its leadership. Leaders have a direct impact on the quality of care, staff retention, and community perception. Leaders also play an important role in the operation of an organization. This course explores discretionary effort and effective leadership tactics. It also outlines how to prevent staff turnover and align the organization. The goal of this course is to teach general staff in post-acute settings how to be effective leaders.
- Learning Objectives:** Describe key behaviors of effective leaders. Explain how to achieve organizational alignment and discretionary effort. Identify organizational gaps that contribute to turnover.
- Target Audience:** (Text partially obscured)
- Accreditation Table:**

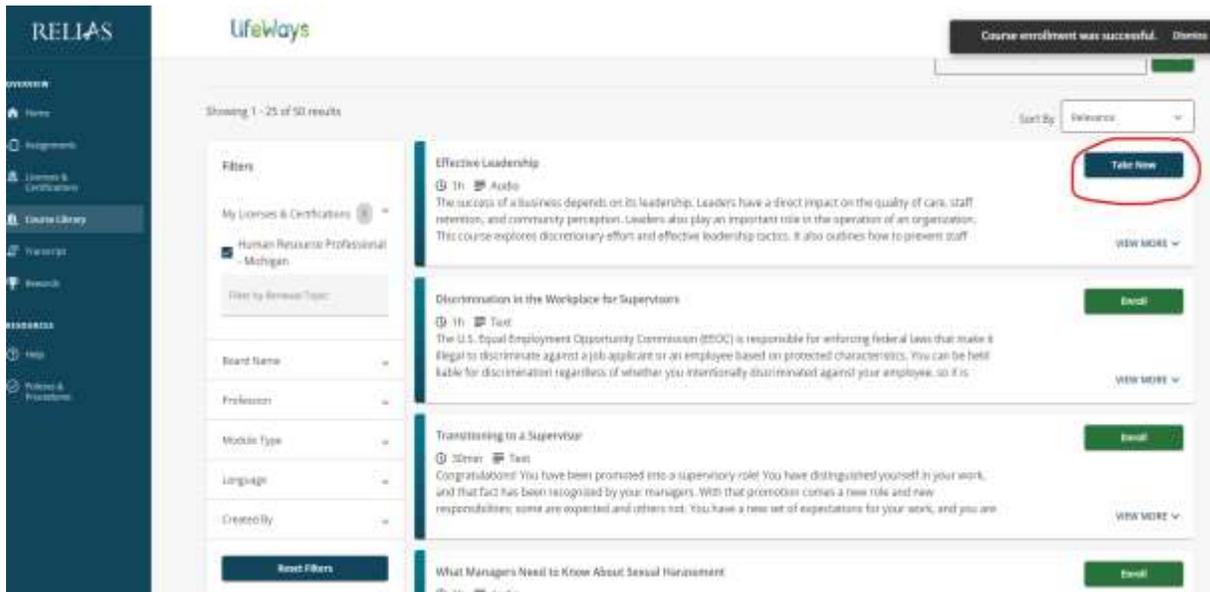
Board Name	Hours
HRC (Human Resources Certification Institute)	1.00
SHRM (SHRM Preferred Provider)	1.00
FL CNA (Florida Board of Nursing - Certified Nursing Assistants)	1.00
FL BONA (Florida Board of Nursing NACAA Administrators)	1.00

3) To enroll in a course, select the green “Enroll” button.

The screenshot shows a list of courses in the Lifeways catalog. The 'Enroll' button for the first course, 'Effective Leadership', is circled in red. The interface includes a sidebar with filters, a search bar, and a list of course cards. Each card displays the course title, duration, format, and a brief description, followed by an 'Enroll' button and a 'VIEW MORE' link.

Course Title	Duration	Format	Action
Effective Leadership	1h	Audio	Enroll
Discrimination in the Workplace for Supervisors	1h	Text	Enroll
Transitioning to a Supervisor	30min	Text	Enroll
What Managers Need to Know About Sexual Harassment	1h	Audio	Enroll

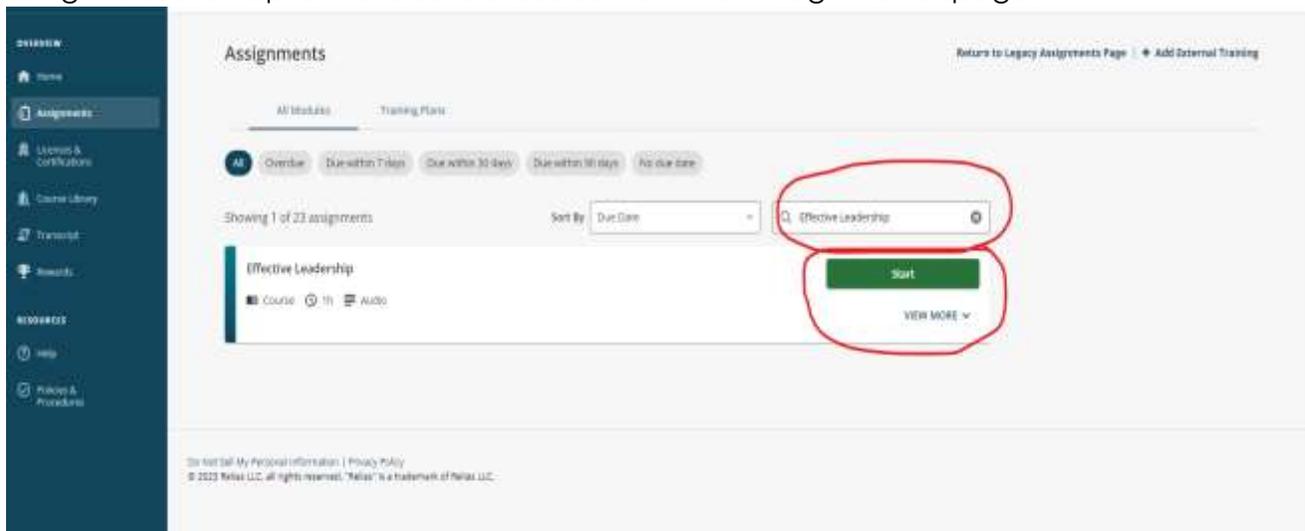
4) To begin taking this course immediately select the blue “Take Now” button.



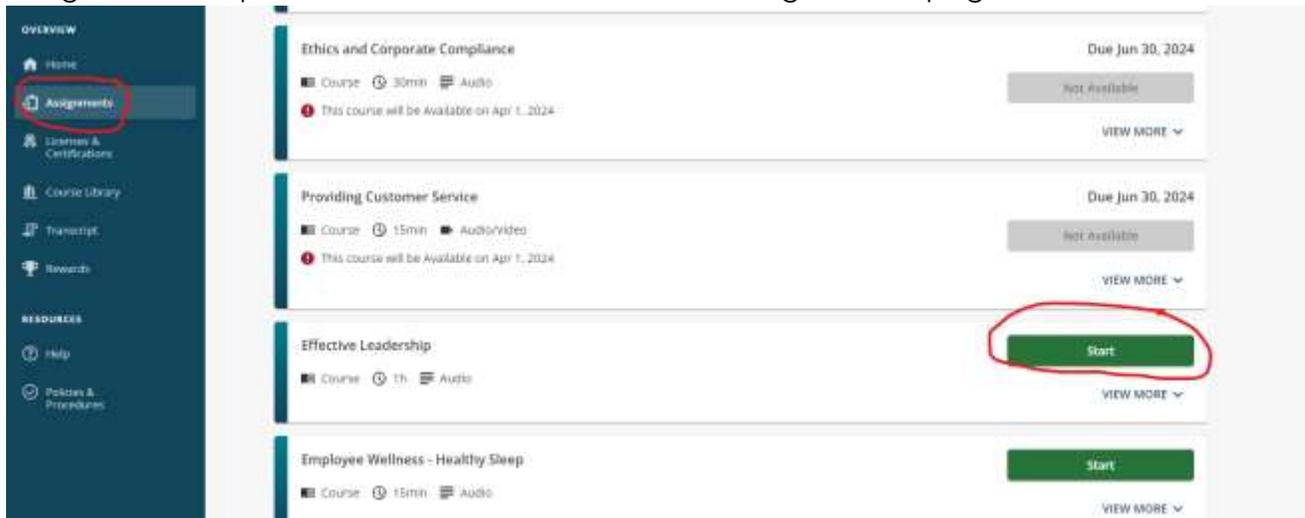
*If you would like to complete this course at a later time, you can find it again by navigating to the “Assignments” tab under the left overview menu, then you can select “Take Now” on the course that you would like to complete from that page.

*You may need to either search for the course you have enrolled in by searching the course title in the search bar at the top of the “Assignments” page, or you can continue to scroll down further on the “Assignments” page until you can locate the course you would like to take.

Using the search option to locate a course from the “Assignments” page:

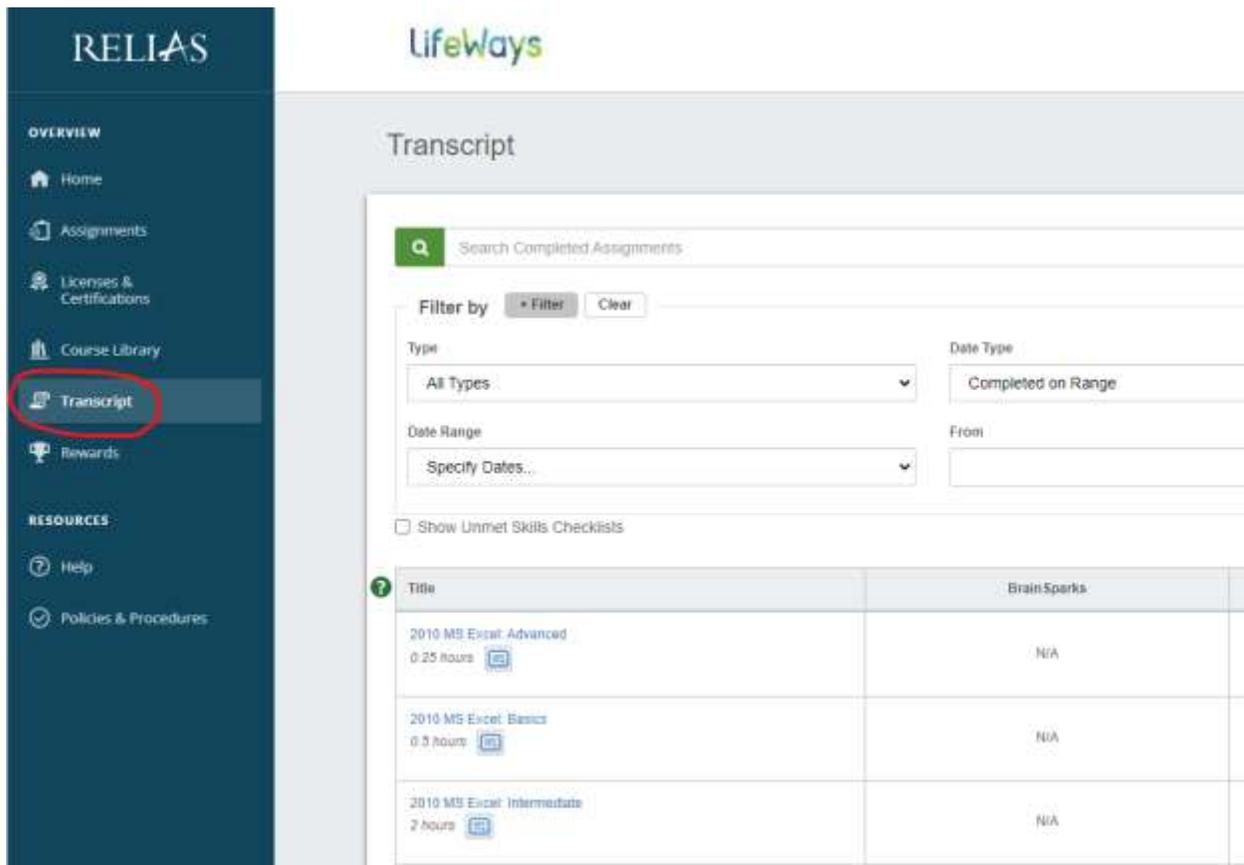


Using the scroll option to locate a course from the “Assignments” page:

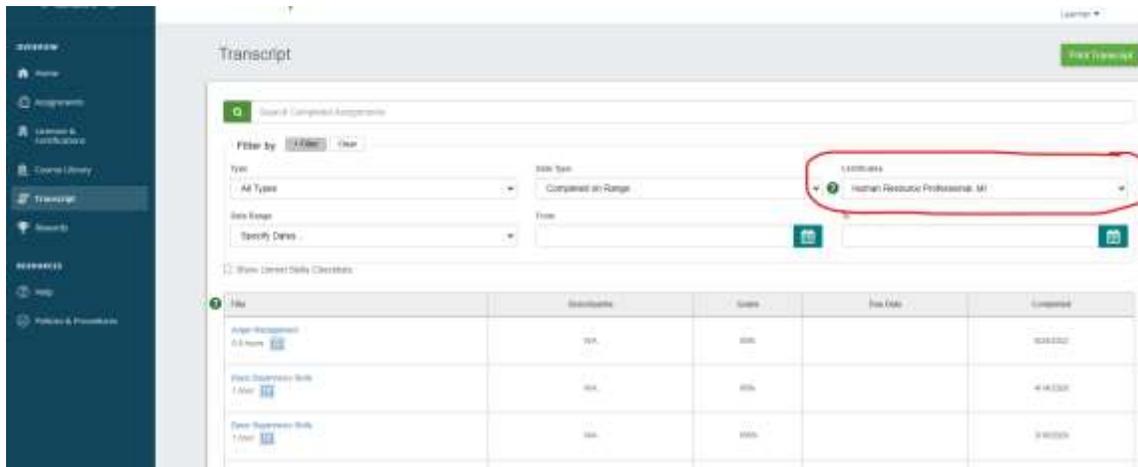


Navigating Your Transcript and Printing Continuing Education Certificates:

- 1) To see a list of your completed courses, select the “Transcript” tab under the left overview menu.



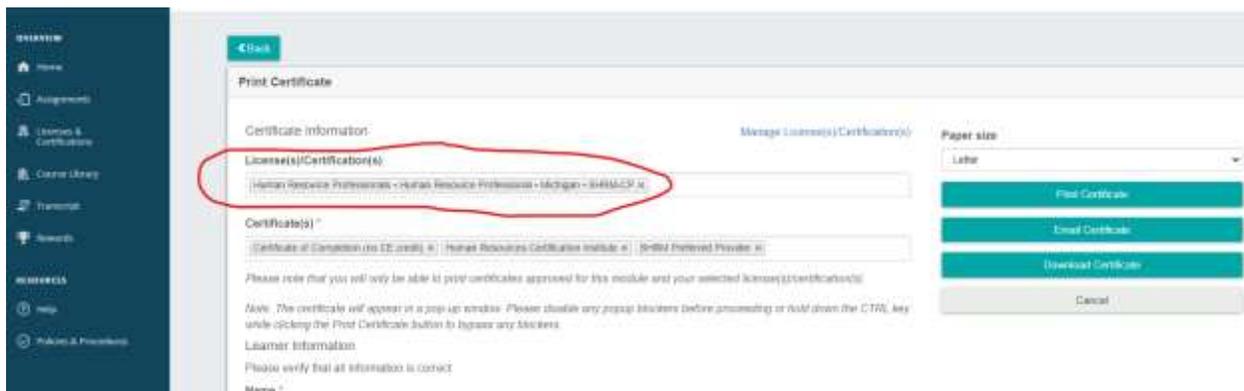
- To filter your transcript to only show completed courses that were approved for your license/certification select the “All Licenses & Certifications” filter and choose your professional license/certification from the drop-down options.



- To print a certificate of completion, select the blue certificate icon located underneath the course name (circled below) which will be listed below the completed training.



- To print a certificate for continuing education credit, make sure that your license is listed under the “Licenses(s)/Certification(s)” box at the top of the certificate information section.



- In the "Certificate(s)" box you can remove any unneeded certificates to print only the certificates you need for your license/certificate listed in the first box.



- Under the Learner Information section of this page, make sure all fields are correct with your information before you print/email/download.

Learner Information
Please verify that all information is correct.

Name *
John Smith

Mailing Address *
1234 N West Ave

City *
Jackson

State/Province *
MICHIGAN

Zip/Postal Code *
49002

Phone Number *
333-333-3333

Email
j.smith@lifeways.org

- Once you have selected the print/email/download option, your certificate will pop up in a new window. This will include your name, date of completion, and the number of continuing education hours/credits for that course towards your licensure/certificate (certificate of completion example shown below):

