

NEWmorning

To:

From: New Morning Training Team

Date:

Subject: **Family Planning Health Worker Recertification Course Enrollment**

Thank you for your desire to maintain your Family Planning Health Worker Certification. To be eligible to recertify as a Family Planning Health Worker you must have been a certified Family Planning Health Worker AND your certification expired within the last twelve (12) months. If your certification expired more than 12 months ago, you must take the full certification course again.

If you meet the requirements for recertification, the direct link to complete the recertification is below. New Morning has continued its partnership with EAH to support healthcare professionals desiring to retain their Family Planning Health Worker certification.

As a reminder, to become recertified, there are three (3) requirements for completion:

- Recertification test,
- Counseling demonstration video, and
- Education plan.

All three components must be completed and submitted to be considered for recertification. The recertification does not include the didactic course content.

To enroll in the course, please use the link below. There are 2 sets of instructions, one for individuals who have an account and have completed courses through EAH before, and another set for individuals who do not have an account in the EAH learning portal. Please follow these instructions once you enter the EAH learning portal.

Go to <https://essentialaccesstraining.org?keyname=SC-FPHW-Recertification-2729>

This link allows you to take the course at no cost.

Instructions if you already have an account in the EAH learning portal:

- a. Click the “Login” button in the top right corner of the EAH learning portal and enter your username and password. You do not need to fill out the form fields. If you forgot your password, click the Forgot Password link to reset it.

- b. Once logged in, an enrollment key will appear. Click the “Enroll” button in the pop-up window.
- c. You will receive a pop-up window noting that your enrollment was successful. Click on “My Courses.” You can then find “Family Planning Health Worker Recertification” as a course option.
- d. Click “start” to begin. Since the steps for recertification are on demand, you can return at any time to complete the steps in the process.
- e. New Morning will not track your progress; it is up to you and your supervisor to complete the required elements of the course to secure recertification.

Instructions if you do NOT have an account in the EAH learning portal:

- a. Complete all the required information in the Sign-Up form that appears when you open the EAH learning portal. Once the form is completed, click the blue “Sign-Up” button at the bottom of the form. Note that your username will be the email address you entered.
- b. Within a few minutes, you will receive a welcome email from EAH with instructions for logging in to your new account. Please follow the instructions in the email to complete your account set up.
- c. Once your account is set up, you will be able to access the “My Courses” section of the learning portal. Click the orange box on the main page of the learning portal. You can then find “Family Planning Health Worker Recertification” as a course option.
- d. Click “start” to begin. Since the steps for recertification are on demand, you can return at any time to complete the steps in the process.
- e. New Morning will not track your progress; it is up to you and your supervisor to complete the required elements of the course to secure recertification.

Notes:

- The enrollment link for the Family Planning Health Worker Recertification Course should only be used once. If you run into problems getting into your account after using the link, do not use the enrollment link a second time. Please contact EAH at learningexchange@essentialaccess.org with any questions or concerns.
- If you are unsuccessful in passing your recertification test or your counseling video, email the New Morning Training Team at trainings@newmorning.org to discuss options.

New Morning, thanks you for your time and commitment to complete the recertification process. We appreciate your dedication to providing high-quality contraceptive counseling services to the patients you serve.