

MDH Learning Center

QUICK REFERENCE GUIDE

The MDH Learning Center is the agency's platform for online education courses. Classes are available to you 24/7 and the system will keep a record of completed courses.

Getting Started

It is recommended that you use either Google Chrome or Mozilla Firefox to access the MDH Learning Center. It is best to do the training on a computer or a tablet. The formatting does not work well on phones.

1. Go to the [MDH Learning Center](https://www.health.state.mn.us/about/tools/learningcenter.html)
(<https://www.health.state.mn.us/about/tools/learningcenter.html>)
2. Scroll down and click on the "Start Here for Login Screen" button.

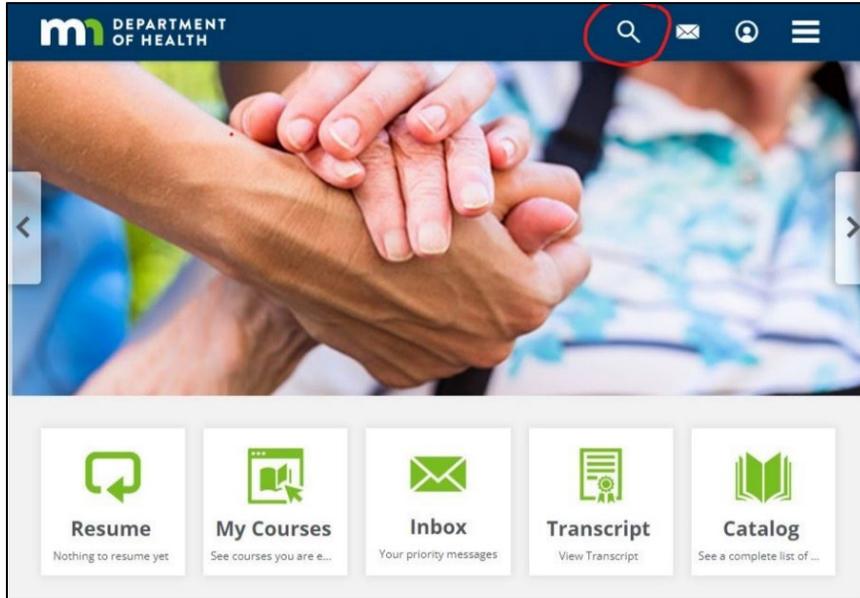


START HERE FOR
LOGIN SCREEN

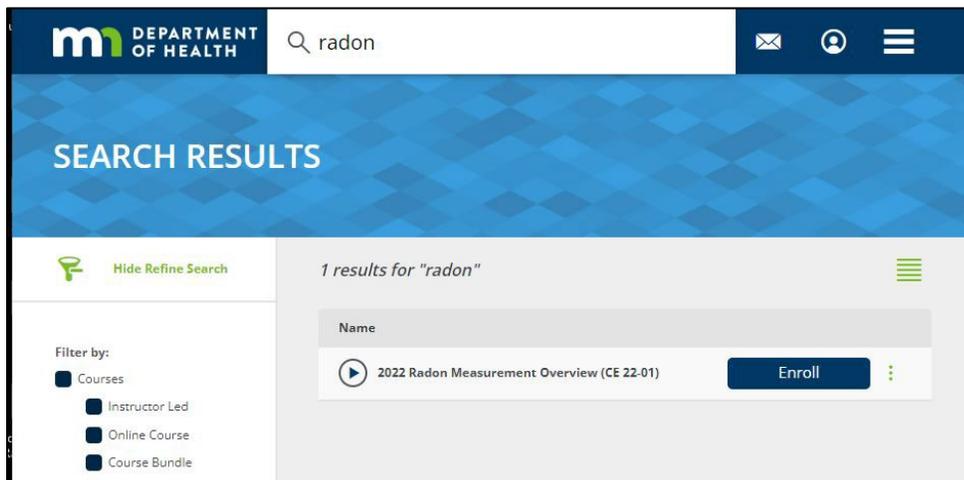
3. If you this is your first time using the Learning Center, click the "Sign Up" button to create your account. Fill in all required fields. **Note: Your email will be your username for future logins.**
4. If you already have an account, provide your username (email address) and password. If you have forgotten your password, click "Forgot Password?" and the application will help you create a new password.

Search and Enroll in Class

1. Search for the course you want to take by clicking on the magnifying glass icon on the top menu bar of the website.



2. Type “radon” in the search box and press enter. All radon related classes should show up.
3. Find your class and click the “Enroll” button. You will then need to click the “Start” button on the next page.



- The course page will appear. Part way down the page will be the course content. Click the “Start” button to begin the class.



- The class is recorded with audio and has closed captioning. If you need to pause the course at any time, use the play/pause function on the navigation bar. **NOTE: You do need to watch the entire class to get credit.**



- If you need to leave the course in the middle, it will save your spot and you can resume the course by logging in to the Learning Center and selecting “My Courses.”

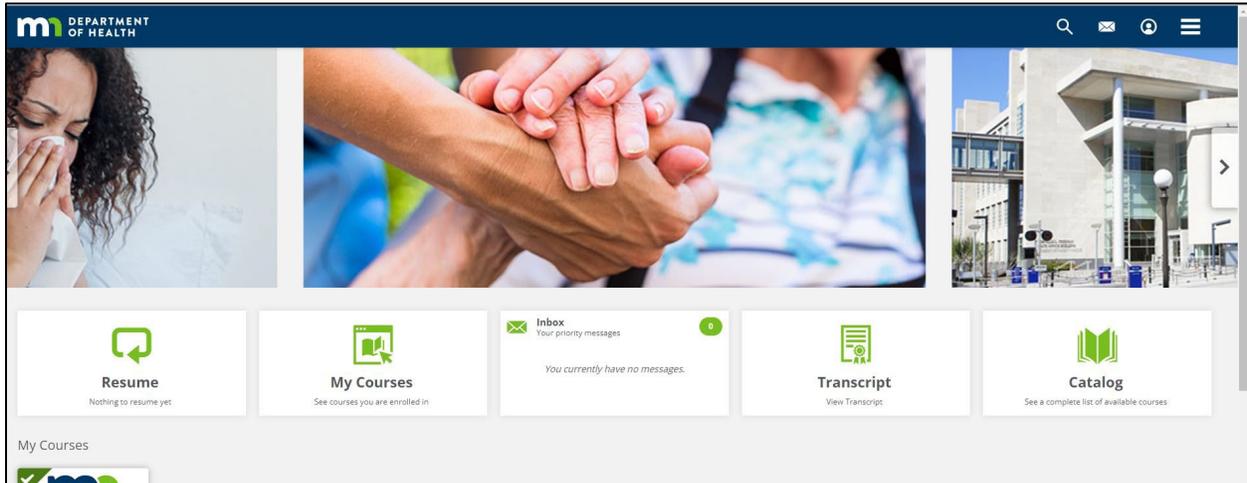
Quiz Questions

- There are quiz questions given through out the course. To earn the continuing education credit for the course, you will need to score **70%**.
- Your score will appear at the end of the course.

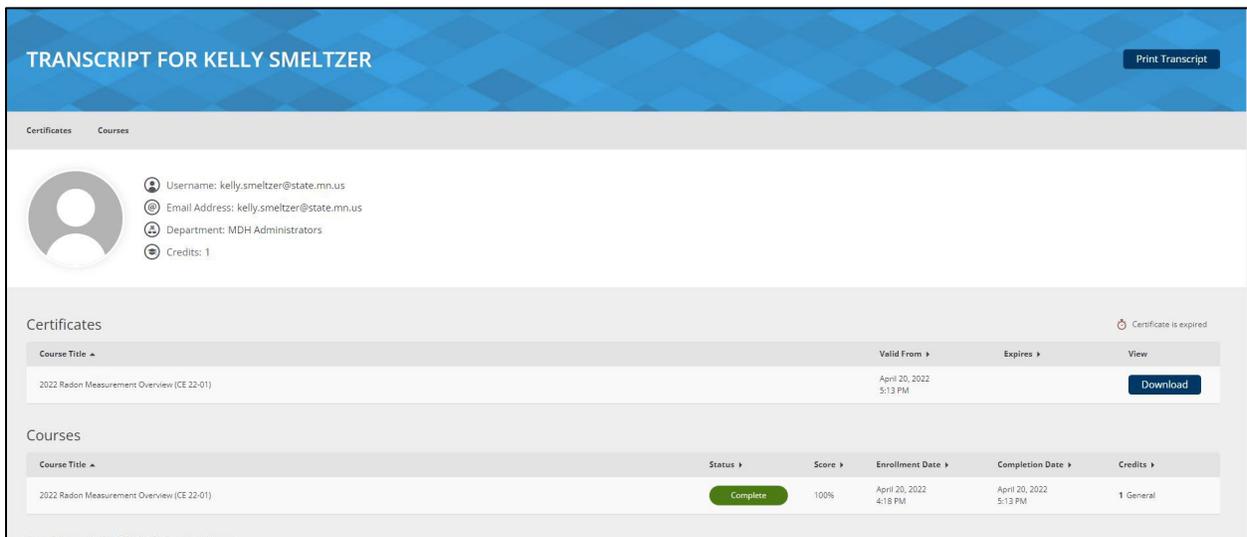
C.E. Certificates

After you finish the class, you will receive an email stating that you successfully completed the course. **Please log back into MDH Learning Center to get your certificate.**

1. Login to the MDH Learning Center as you did to take the class
2. Click on the icon for “Transcript”



3. Your class history will appear on the page. All available certificates will be shown under “Certificates.” Click on the download button to get a copy of your C.E. certificate.



4. Please save the C.E. certificate to your computer for your license renewal.