

## National Training Call Participation Protocol

The Clinical Division of Legacy Healthcare Services, Inc. is pleased to provide our employees with opportunities for advancement in clinical education and practice. The National Training Call series is a monthly series of live, interactive webinars to enhance the clinical knowledge and practice skills of Legacy clinicians.

Participation in these events is dependent on successful completion of the steps outlined below.

1. Identify need for training – the employee, Rehab Director/Therapy Services Coordinator, ARM, Clinical Program Lead/ARCS, or VP may identify a need for training.
2. Locate available training dates on National Training Call Calendar (available on Legacy’s Intranet under the “Training Calendar” link on left hand side).
3. Request permission to participate on chosen date from RD/TSC, MSM, and/or ARM; an additional conversation with ARCS/CPL may be required.
4. Ensure that a video connection is available and functioning prior to the date of the training. A working video feed is a mandatory requirement of interactive training. ***Learners who do not have an active video feed may be excluded from courses.***
  - a. The Zoom app can be accessed via a desktop computer with external Webcam or via the Zoom app on the iPad.
5. Register for chosen course through Legacy Online Learning **\*\*\*Please note – CEU360 accounts are automatically created for new part-time and full-time employees within 30 days of hire. Planning for participation in training should happen after the employee receives an email from CEU360 indicating that his/her account has been created. \*\*\***
  - a. For Part-Time and Full-Time Employees:
    - i. Access Legacy Online Learning at [legacy.ceu360.com](http://legacy.ceu360.com)
    - ii. Log-in using your Username and Password
      1. Username: First initial + Full last name + last four of SS#
      2. Password: (user defined)
        - a. If logging in for the first time; click “First Time User?” under box for password.
        - b. If login information is forgotten, click “Forgot Login Information” under green Login button.
    - iii. Click on “Course Search”.
    - iv. Enter your state of licensure and profession.
    - v. Legacy authored courses will appear at the top of your list.

- vi. Click “Register” to the bottom right of the topic title that matches the date and time –  
NOTE: courses will be categorized as “Legacy Live Webinars - Core Clinical Training” and  
“Legacy Live Webinars - Specialty Clinical Training”.
  - vii. If you are registering for a live, in-person course rather than a course offered via Zoom,  
it will be labeled as “Legacy Live, Hub-Style Training – Core Clinical Training”, etc.
  - viii. At this point you are enrolled into the course. Participants can enroll up until the start  
time of any course.
- b. For PRN employees
- i. Request temporary access to Legacy Online Learning by emailing your name to  
[ceadmin@legacyinc.com](mailto:ceadmin@legacyinc.com) a minimum of **72 hours prior to course start time**.
  - ii. Failure to request access to Legacy Online Learning 72 hours in advance will prevent the  
employee from being able to earn CE credit. The employee will still be able to  
participate; however he/she will not be able to earn CE credit.
  - iii. Once access has been granted, go to Legacy Online Learning at [legacy.ceu360.com](http://legacy.ceu360.com).
  - iv. Log-in using your Username and Password
    - 1. Username: First initial + Full last name + last four of SS#
    - 2. Password: (user defined)
      - a. If logging in for the first time; click “First Time User?” under box for  
password.
      - b. If login information is forgotten, click “Forgot Login Information” under  
green Login button.
- 3. Employees with PRN status will now be able to register for his/her own Legacy  
authored courses.**
- a. Click on “Course Search”.
  - b. Enter your state of licensure and profession.
  - c. Legacy authored courses will appear at the top of your list.
  - d. Click “Register” to the bottom right of the topic title that matches the  
date and time – NOTE: courses will be categorized as “Legacy Live  
Webinars - Core Clinical Training” and “Legacy Live Webinars - Specialty  
Clinical Training”.
  - e. If you are registering for a live, in-person course rather than a course  
offered via Zoom, it will be labeled as “Legacy Live, Hub-Style Training –  
Core Clinical Training”, etc.
- c. At this point you are enrolled into the course. Participants can enroll up until the start time of  
any course.
6. Print or download and save the course Handout



- a. Course handouts are available for each training once you have registered in Legacy Online Learning
  - i. Access your Legacy Online Learning account
  - ii. Click on “Dashboard”
  - iii. Click the arrow to the left of the course title. The screen will expand.
    1. Course Materials – includes any handouts associated with the course
7. Participate in the live, interactive call
  - a. You can access the Zoom link directly through Legacy Online Learning
    - i. Click the arrow to the left of the course title. The screen will expand.
    - ii. Course Multimedia – provides link to live presentation and length of course. Click on “Watch presentation” to the right of “Join Call Now” at the course start time.
  - b. Access the Zoom information via the National Training Call Calendar
8. To earn Continuing Education credit
  - a. Log in to your Legacy Online Learning Account
  - b. Click on the course title. In the upper right corner under “Action” click on “Begin Exam”.
  - c. The first question of each exam will require the learner to select the correct course code given by the presenter at the end of the presentation. Take the final exam.
    - i. The learner must pass with a minimum score of 80%.
  - d. Complete the Course Evaluation
  - e. Download/Print your certificate or check your email – CEU360 will automatically email you a certificate of completion once the post-test has been successfully completed.
  - f. You have 7 days after the conclusion of the course to complete the post-test.
9. **If you need assistance, please contact CEU360 directly at 1-800-554-2387.**
10. If you require additional assistance *after* contacting CEU360, please contact your Area Rehab Clinical Specialist at [arcs@legacyinc.com](mailto:arcs@legacyinc.com).