WisCaregiver Careers
Certified Direct Care Professional
WisCaregiverCDCP.com

How-to guide: Microcredentials and Badges

Hello and congratulations on becoming a Certified Direct Care Professional (CDCP).

As a CDCP, there are additional training opportunities available for you in the form of microcredentials. If you are not yet a CDCP, you are invited to participate in the program. The CDCP program is free and can be completed at your own pace online. You can register for the CDCP program here: UWGB sign-up.

What is a Microcredential?

A microcredential is a credit, certificate, certification, or other kind of recognized training in a specific area that goes beyond the CDCP training. For CDCPs, microcredentials serve as an opportunity for continuing education.

Microcredentials allow CDCPs to expand their knowledge and expertise in the home and community-based field in a way that can be recognized by potential employers. The Wisconsin Department of Health Services (DHS) is collaborating with numerous organizations to offer these additional training opportunities for CDCPs.

Once you complete a microcredential, the training will be included in your profile on the CDCP registry so employers will be able to view your new skill.

What is a Badge?

A badge is an easy, visual, and virtual way to show verified skill mastery to employers. When you complete a microcredential, you will gain access to a virtual badge. You can upload and display your badges in your emails, on your resume, and on your social media accounts.

As a CDCP, you have already earned a badge! Your CDCP badge shows that you have successfully completed the 30-hour online training developed by DHS and the University of Wisconsin Green Bay. Upon passing the CDCP competency test, you will get an email notification (see below).

Congratulations, you earned a badge!

Certified Direct Care Professional

The Certified Direct Care Professional badge is based on the successful completion of 14 competency topics utilizing online curriculum. Students are given a proctored exam to ensure they are proficient in the skills learned in the course, passing with a score of at least 70%.

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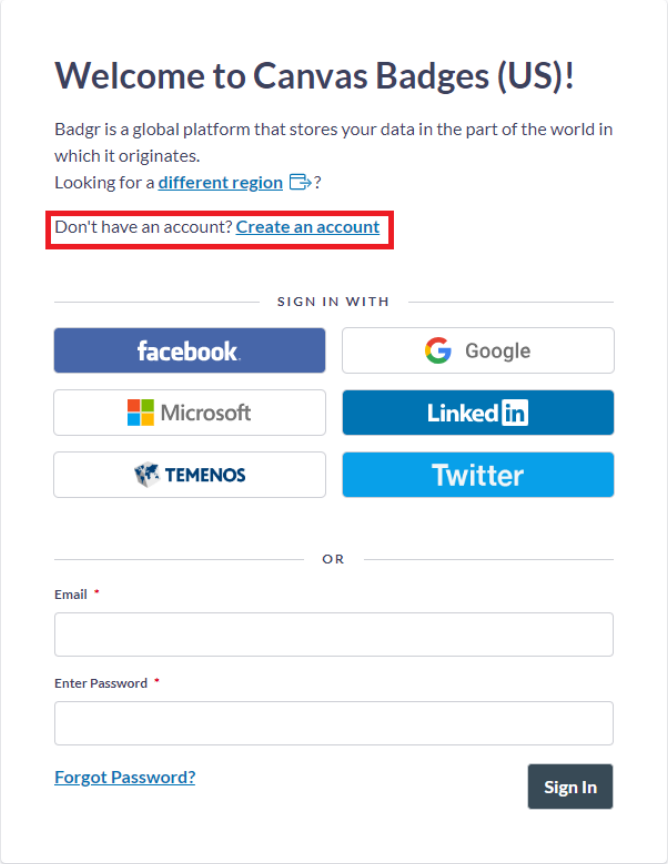
The Division of Continuing Education and Community Engagement at the University of Wisconsin-Green Bay offers credit and non-credit courses, continuing education, programs, services, conferences, certificates and workshops to meet the developmental needs of all ages.

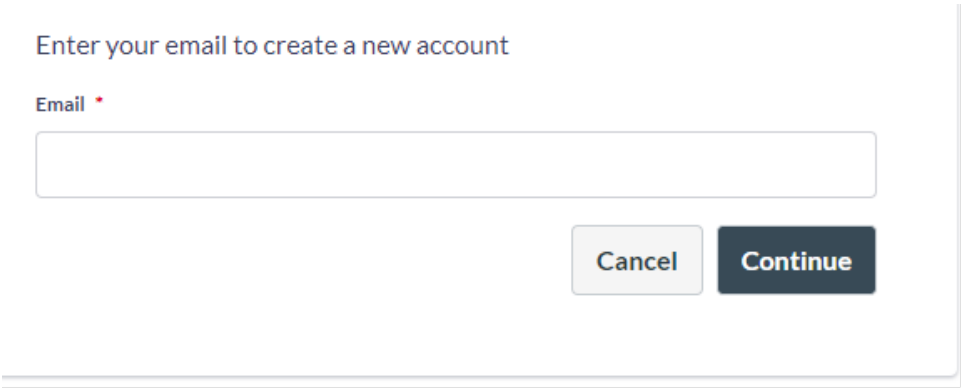
Go To Account

Download

To access your CDCP badge, scroll down to the bottom of your email and click on “Go To Account” or “Download” to access your badge. A new window titled “Welcome to Canvas Badges (US)” will appear for you to create an account. You must create a Canvas Badges account to access your CDCP badge and any future badges earned through microcredentials. To do this, in the new window, select “Create an account.”

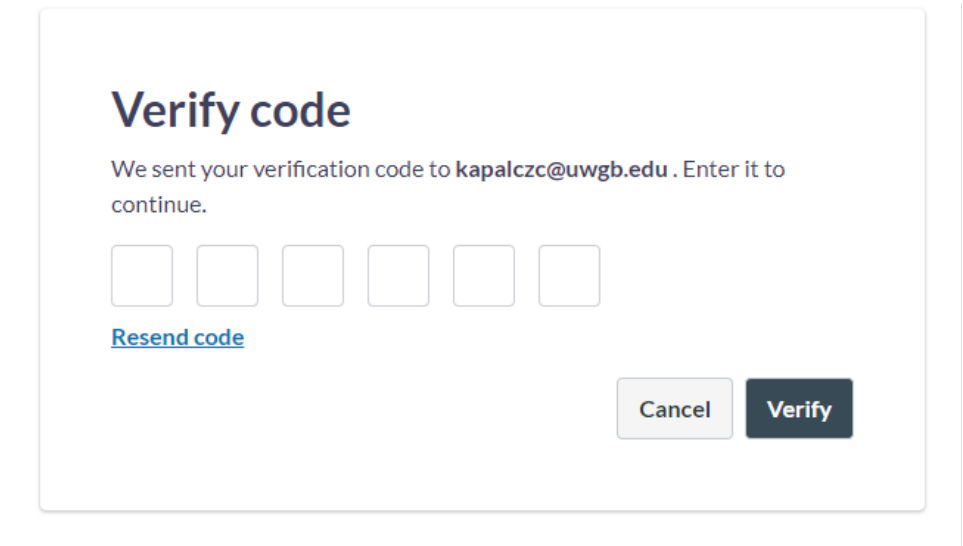


Type in your email address associated with your CDCP Canvas account that you created to train as a CDCP. If you are unsure of what email is associated with your CDCP Canvas course, you can ask the CDCP help desk at cdcp@uwgb.edu.

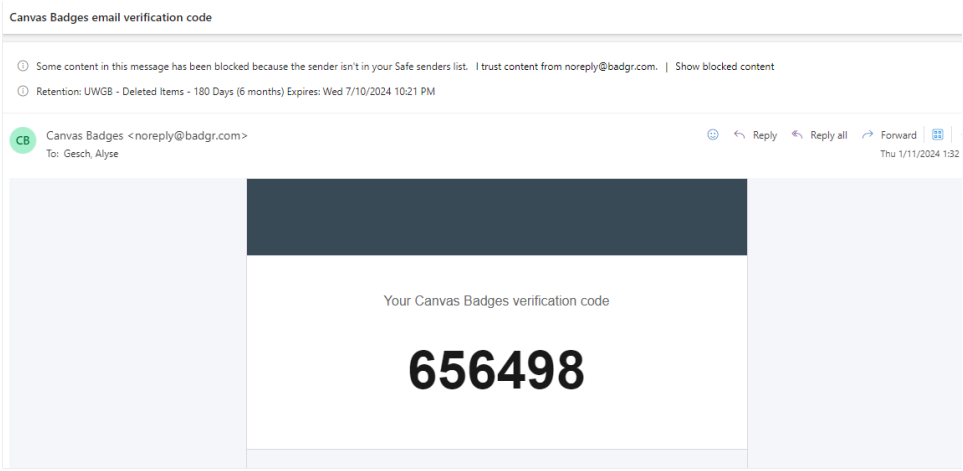


After you have typed in your email address, select “Continue.” Once you continue, the system will automatically email you a verification code that you will enter on the next screen. It may take a few moments for the verification code to arrive.

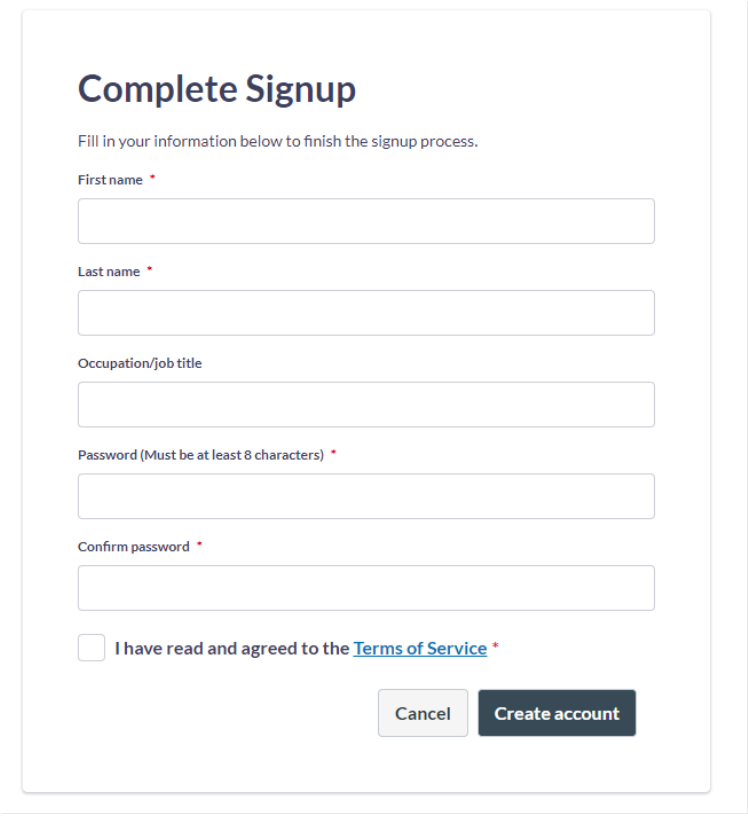
Once you receive the code, enter it into this new window:



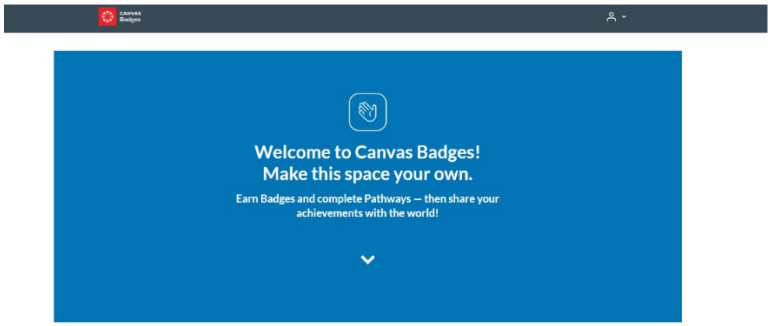
Below is an example of what the verification code may look like in your email.



After you enter in the code, you will be asked to enter additional information needed for your new account.



Once you have completed the process of creating an account, you will be logged in to see your badge (see below).



You may earn additional badges by completing microcredentials as discussed above.

You can choose to share your badges in your email signature, resume, website, or uploading it to your social media platforms.

How to attach a badge to an email signature:

1) Go to your email settings.
2) Select the "Signature" option.
3) Upload your badge to your email signature
4) Save your new signature
5) Your badge will be automatically attached to each email you create.

How to attach a badge to a resume:

The easiest to attach a badge to your resume is by uploading to your resume document.

If you are using Microsoft Word:

1. Open your resume file
2. Go to "Insert"
3. Select "Pictures"
4. Select where you saved the badge and then upload it into your document
5. Save the document in Word (and PDF, optional)

How to attach a badge to a social media page?

You can upload the badge to your social media page just like you do with any pictures you upload on your page. Follow the directions on each of your social media handles on how to complete this process.