The Commonwealth of Virginia Learning Center (COVLC or VLC) is a Web-based application that delivers self-study training topics to your desktop, as well as, tracks your progress through the training.

Searching for Courses in the Commonwealth of Virginia Learning Center
Using Google Chrome, enter https://covlc.virginia.gov in the address line.

1. Select the blue “Log In” button.
2. Enter your Login ID and Password. Click Log In or Enter on your keyboard.
3. Click the CATALOG tab on the blue area called “Toolbar Banner”.

![COVLC Website Screenshot]
4. Enter the course’s keyword(s)/acronym in the Search for field in the Browse Catalog section.

5. Click Search.

6. Click on the title of the course on the Search Results page.
7. Click on the **Enroll** button on the Enrollment page.

8. A “pop-up” box **may** appear. If so, leave the Course Credit Options on **Credit** and the Course Mode Options on **Normal**.
9. The Enrollment page now displays the following message: “You are enrolled in the course.” Click the **Open Item** button.

10. A “pop-up” box will appear with the course title displayed. **DO NOT** click the back button or black X; the course is loading.  
    *Note:* If the course does not begin, please check the web browser status bar to make sure Google Chrome hasn’t blocked the content.

    **IMPORTANT:** After completing the course, **click the black X, not the red web browser X.** If you’ve completed a quiz, click the **FINISH** button and exit accordingly. **Never click the red web browser X; your progress will not be recorded and you will have to complete the course again.**
Available Courses in the Commonwealth of Virginia Learning Center
These are a few of the courses available in the DBHDS-E – External Entities:


- **DSP Training – Effective 07/01/2020**: Course acronym is DSP. Select DBHDS – DSP Supervisor Orientation Training 2020. This training consists of three modules designed for Direct Support Professional Supervisors of DD Waiver services (Modules 1-3). *Information for Supervisors of DSPs providing DD Waiver Services.

- **DD Crisis Risk Assessment Tool Training**: Course keyword(s) is Crisis or Risk Assessment. Select DD Crisis Risk Assessment Tool Training 2020. *Training for Executive Directors, Developmental Disability Directors, case management or support coordination supervisors, case managers or support coordinators, and intake workers.

- **Fall Prevention Strategies Training**: Course keyword(s) is Falls or Prevention. Select DBHDS – Fall Prevention Strategies 2019. *Training for community service providers.

- **Peer Recovery Specialist Supervisor’s Online Training**: Course acronym is PRS. Select DBHDS – Supervision of Peer Recovery Specialists Online Training Curriculum 2020. This curriculum consists of Modules 1-6. *Direct Supervisors of PRS whose peer support services will be billed to Medicaid.


- **REACH Training**: Course keyword(s) is REACH or REACH Crisis Services. Select the DBHDS REACH Crisis Services module. *Training for Case Managers, Emergency Service Coordinators, and Support Coordinators.

- **Risk Awareness Tool Training**: Course keyword(s) is Risk or Awareness. Select Risk Awareness Tool Instructions 2020. *Training for CSB Support Coordinators.

- **SISOnline User Guide Addendum Training**: Course acronym is SIS. Select DBHDS - SISOnline User Guide Addendum Training 2019. This course provides information to Support Coordinators for the security of SISOnline and role of each user in SISOnline.

- **Understanding Virginia’s DD Waivers**: Curriculum keyword or acronym is Waiver or DD. Select the DBHDS – Understanding Virginia’s Developmental Disability Waivers. *Required training for Prospective DD Waiver Providers.*

- **WaMS: Using the Individual Support Plan**: Course acronym is WaMs. Select DBHDS - WaMS: Using the Individual Support Plan (Pre-EHR). This course is intended for CSB Support Coordinators and providers who use WaMS.


- **WSAC Orientation**: Course acronym is WSAC. Select the DBHDS - Waiver Slot Assignment Committee Orientation. *Orientation for selected WSA committee members.*

- **WSAC New Member Training**: Course acronym is WSAC. Select the DBHDS – WSAC New Member Training 2018. *Training for new WSA committee members.*

- **Basics of Case Management Curriculum**: **Deactivated April 30, 2019.** To complete the updated curriculum, you will need to register for an account in the VCU Partnership website at https://sccmtraining.partnership.vcu.edu/sccmtrainingmodules/.

**Logging Out**
Please click **Logout**, located under your user name. *If you do not use this feature, the VLC will keep you logged into the system.*

**DBHDS VLC Domain Administrator**
If you require additional assistance, please contact the Department of Behavioral Health and Developmental Services’ (DBHDS) VLC Domain Administrator, Keiana Bobbitt, at keiana.bobbitt@dbhds.virginia.gov.