



WAYNE STATE UNIVERSITY

Community Health Worker Academy

EDUCATION CATALOG

The Wayne State University Community Health Worker Academy's Education Catalog contains over 400 education and professional development opportunities for Community Health Workers and many other healthcare, managed care, and public health professionals.

The Education Catalog contains two different opportunities, Specialized Certificates and Specialized Courses.

Specialized Certificates are listed in the top several rows of the scrolling menu of listings. These certificates offer users the opportunity to obtain advanced credentials in particular topics related to healthcare, managed care, and public health. Each has a different number of hours/credits and contains a grouping of individual courses focused on a particular theme. Once a user completes all of the courses, they are issued a Certificate of Specialization, as well as transcripts documenting the various courses they completed to earn the certificate.

Underneath the Specialized Certificate listings are an array of Specialized Courses. A user can either scroll through all of the course listings and select any they wish to complete, or they can use the "Categories" drop-down menu to search the listings by particular topic areas. When a user completes an individual course, they are also issued a certification of completion for that course.

As users select either Specialized Certificates or Specialized Courses, they are populated into the user's unique dashboard that will track the certificates/courses they have selected, started but not completed, or completed. The dashboard is also the location where users can retrieve each of the certificates of completion they have earned or a transcript listing all certificates and courses they have completed.

FIRST-TIME REGISTRATION

Click the link to [Create A New Account](#).

This step must be completed the first time you access the Catalog to create an account and profile.

- Enter your information on the "[Create an Account](#)" page and then click "[Register New Account](#)". This will trigger the Catalog to send you a confirmation email.
- Open the confirmation email sent from "Canvas Catalog", then click the link to set a password for the account. Once you create a password, you can log in to the Education Catalog and begin enrolling in certificates and courses.

ENROLLING IN A CERTIFICATE OR INDIVIDUAL COURSE

- From the homepage of the [Education Catalog](#), select a certificate or course and click "**Enroll Now**" to add it to your cart.
- Once it is in your cart, click "**Enroll**" on the checkout page.
- Click on "**Go to Courses**" to view a list of the certificates and/or courses that you selected.
- Last, click "**Go to Course**" below any of the certificates and/or courses you wish to complete.

ACCESSING YOUR CERTIFICATES OF COMPLETION & TRANSCRIPTS

- For each certificate and course you complete, you can download a "**Certificate of Completion.**"
 - On the Education Catalog homepage, in the upper right hand corner, click under your name, and then click "[Student Dashboard](#)".
 - All of the specialized certificates and courses that you enrolled in will be displayed in the 3 respective tabs:
 - In-Progress
 - Completed
 - Not Completed
 - To access your **Certificates of Completion**, click on the "**Completed**" tab.
 - Click "**View**" or "**Download**" under the appropriate certificate or course and then save the PDF **Certificate of Completion** to your device.

- For a list of ALL the certificates and courses you have completed, you can download a **“Transcript.”**.
- Navigate to the upper right-hand corner on the catalog homepage, click under your name, then click **“Student Dashboard”**.
 - All enrolled courses will be displayed in the 3 respective tabs:
 - In-Progress
 - Completed
 - Not Completed
 - To download a transcript, click the **“PDF Transcript”** button on the right side of the screen and the PDF transcript will open in a new window. Download the transcript and save it to your device.

If you encounter any difficulties with navigating the catalog, feel free to contact us at CHWAcademy@wayne.edu for assistance.