The Path to Hotline Certification

A Checklist for New Hotline Workers

☐ **Create an account on the learning management system (LMS). Then register for a Hotline and RED Team offering that aligns with your schedule.** (Under Find Learning > All Courses, search the topic **hotline certification** to find the course **Register for Hotline and RED Team ONLY.**)

☐ **First, complete Welcome to Colorado Child Welfare (WBT). You must complete this course before you participate in any of the others.**

☐ **Complete Mandatory Reporter Training (WBT).**

☐ **Complete Hotline and RED Team:**

HOTLINE AND RED TEAM: WHERE ASSESSMENT WITH FAMILIES BEGINS

- ☐ Complete the pre-test before the classroom training
- ☐ Complete the Hotline and RED Team web-based training modules before the classroom training
- ☐ In the Trails Resource Center, review the job aids for Hotline/Referral/Assessment before the classroom training
- ☐ Complete the classroom training
- ☐ Complete the post-test and course evaluation after you attend the classroom training

☐ **Complete the Hotline Worker Transfer of Learning experiences.**

☐ **You may now request through the LMS that the State Training Unit certifies you. Congratulations!**