

Online Continuing Education Training for License Renewal 2021

QUICK REFERENCE GUIDE FOR ONLINE CEUs

Two contact hours of Minnesota Department of Health (MDH)-presented continuing education is available for license renewal 2021 for licensed well contractors still needing to obtain their required annual continuing education. **This is not a one-day event.** The FREE online course is available 24/7, at your convenience. You may start, stop, and resume the course as needed.

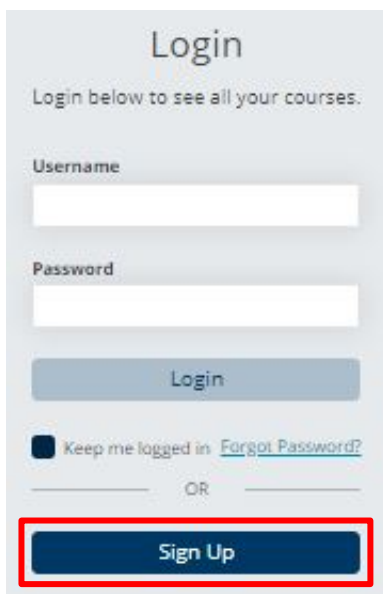
Getting Started

1. Recommended browsers – Google Chrome or Mozilla Firefox.
2. Go to [Minnesota Department of Health \(MDH\) Learning Center \(www.health.state.mn.us/about/tools/learningcenter.html\)](http://www.health.state.mn.us/about/tools/learningcenter.html).
 - a. Bookmark and save this link in your Favorites for quick/easy access in the future.
3. Scroll down and click the “Start Here for Login Screen” button.



START HERE FOR
LOGIN SCREEN

4. From the Login screen, click the “Sign Up” button.



Login

Login below to see all your courses.

Username

Password

Login

☐ Keep me logged in [Forgot Password?](#)

OR

Sign Up

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5. Create your Profile.
 - a. Fill in all the **Required** fields. There are a lot of them.
Note: email address is your username for login in the future.

Sign Up

To use the key MDH Learning Center, please sign up for a new account or login to an existing one.

First Name *Required*

Middle Name

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Phone Number *Required*

- b. **Address** field – enter home or well company address.
Organizational Affiliation field – enter name of licensed well company.
Professional Role field – enter license type, e.g., well contractor, well sealing contractor.
 - c. Once you have filled in all the **Required** fields, click the “Sign Up” button.

Address *Required*

Address 2

City *Required*

Postal/Zip Code *Required*

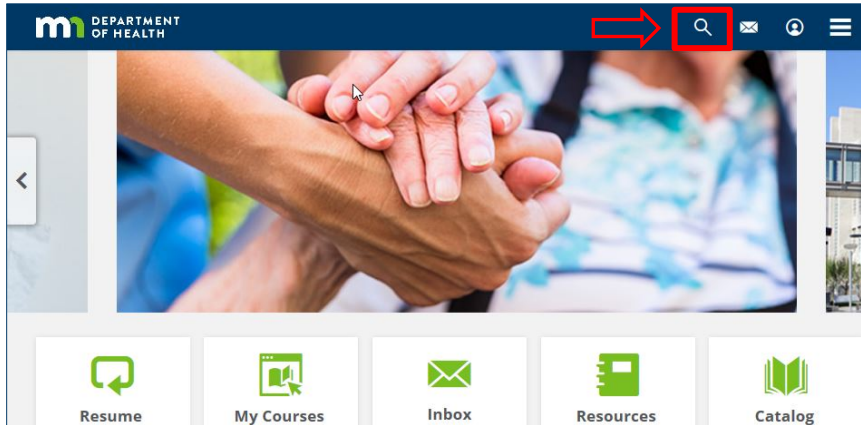
Organizational Affiliation *Required*

Professional Role *Required*

Sign Up

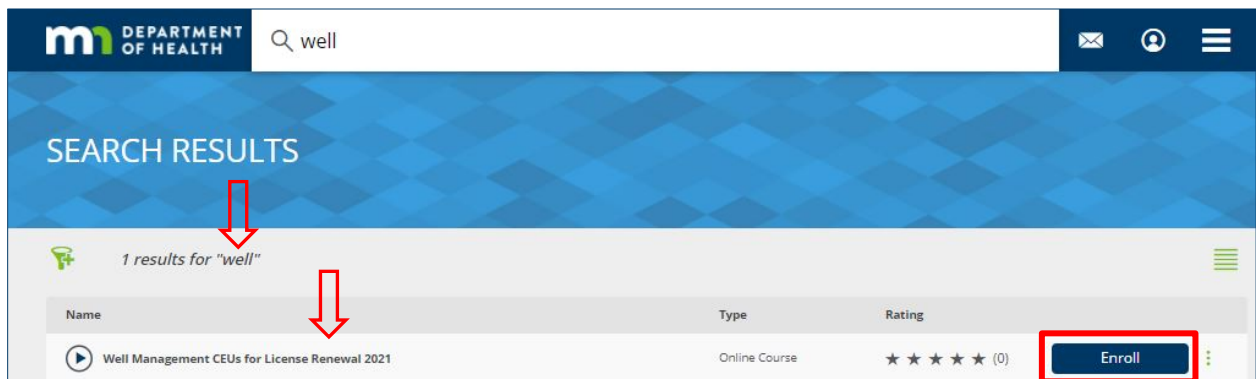
Search and Enroll

1. Search for the correct course.
 - a. Click the magnifying glass icon in the upper-right corner of the screen.

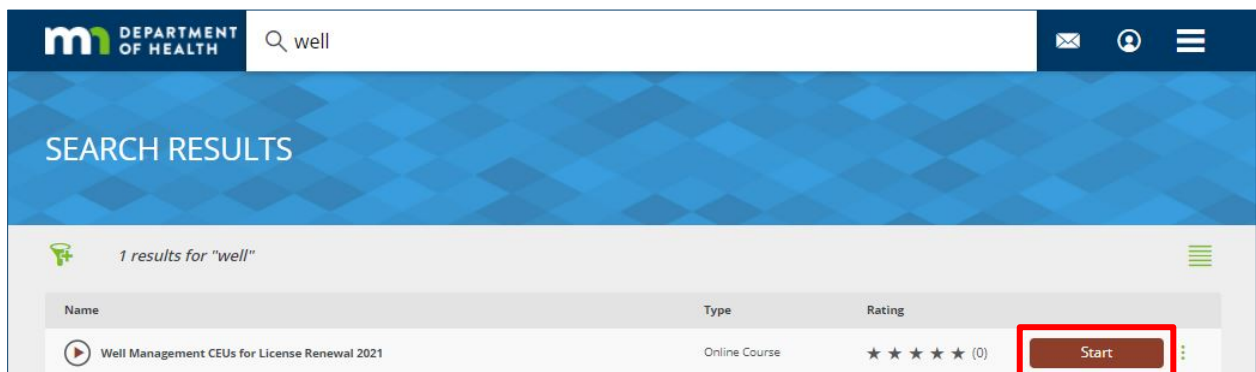


- b. Type the word “well” in the search bar. Press the Enter key.
 - i. **Well Management CEUs for License Renewal 2021** appears in the search results.

2. Click the “Enroll” button to enroll in the course.

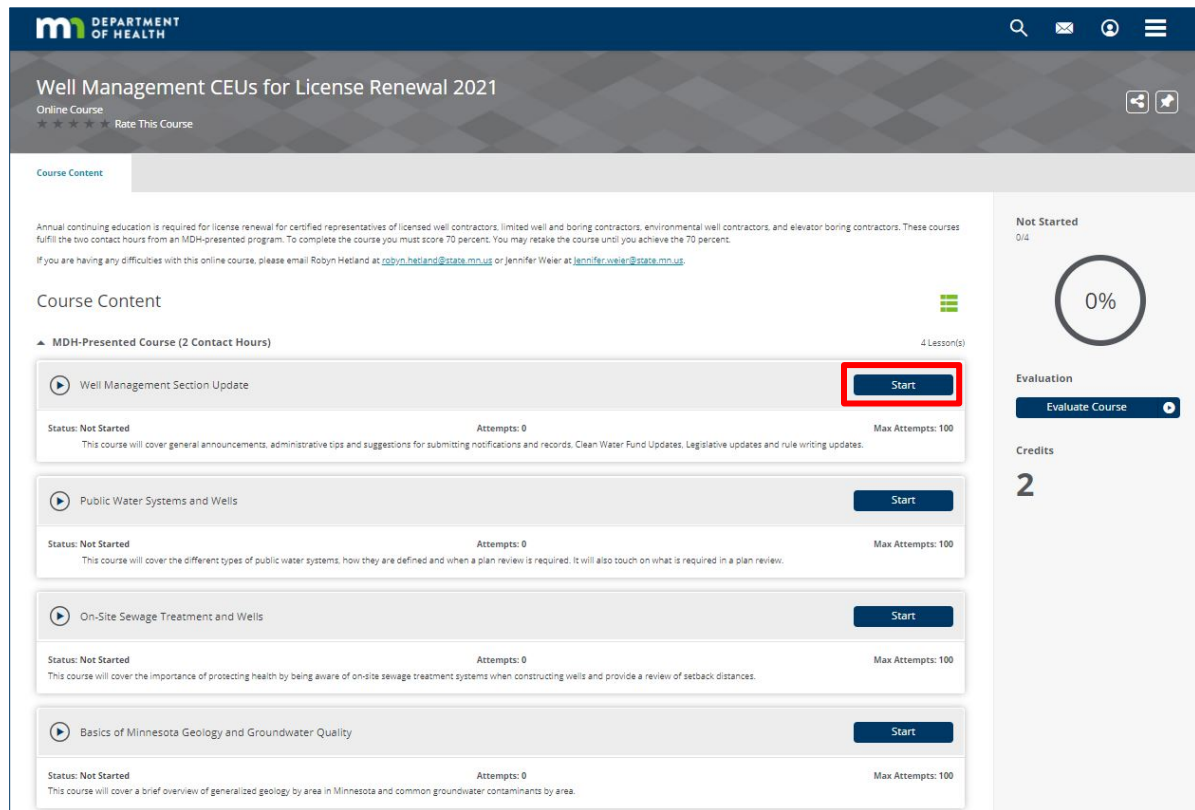



3. Click the “Start” button to begin your session.



Course Content

1. All four courses must be completed to receive the required two contact hours of MDH-presented continuing education for license renewal 2021.

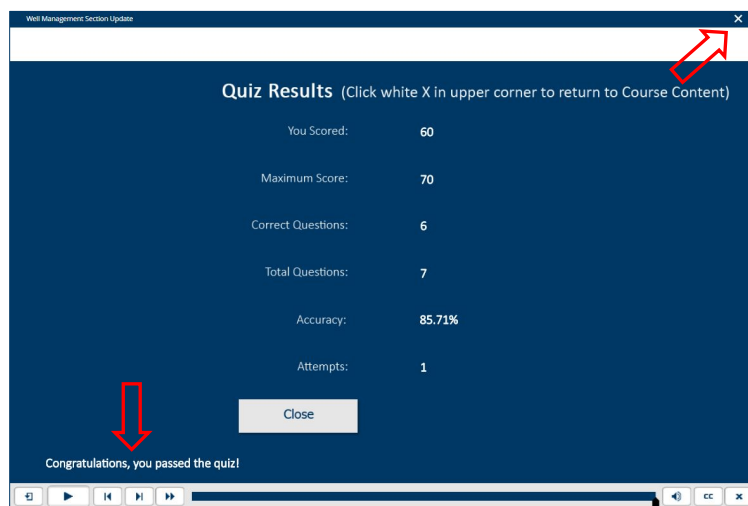


2. Click the “Start” button to launch the course.
 - a. Click the  image in the middle of the screen to begin the course.
 - b. To turn on the closed captions, click the cc icon on the navigational bar.
3. Use the navigational bar to Play/Pause the course, move Forward/Next, turn the sound on or off, and turn closed captions on or off.

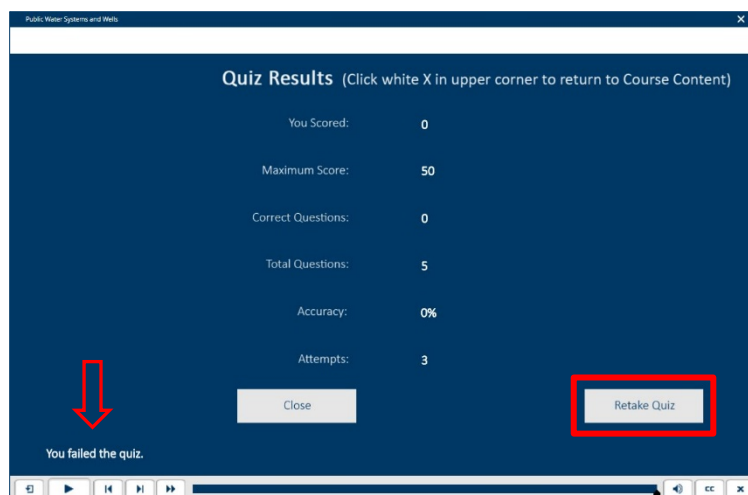


Quiz Questions

1. At the end of each course is a quiz of multiple choice and true or false questions. To complete the course you must score 70 percent. You may retake the quiz or entire course until you achieve the 70 percent.
 - a. Answer Question No. 1, then click the “Submit” button. Message appears indicating if you answered the question correctly or not. Press the “Y” key or click anywhere on the screen to go to Question No. 2, etc.
 - b. Application does NOT allow you to immediately correct a wrong answer or go back to correct a wrong answer. You must complete all questions in the quiz first.
2. After answering all the questions you will see your Quiz Results. Lower-left corner announces if you have passed or failed the quiz.
3. To return to Course Content, click the white X in upper-right corner.



4. If you fail the quiz, you may retake it immediately. Click the “Retake Quiz” button. If you exit the course (click white X) before passing the quiz, you will return to the Course Content page. Notice the course button says “Resume.” To retake the quiz, click the “Resume” button. To review the course slides or return to the beginning of the quiz use the Forward and Back buttons on the navigational bar.

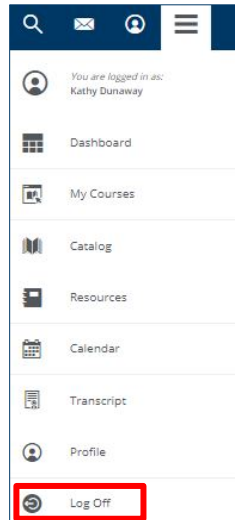


Log Off

1. Click the Menu icon in the upper-right corner.

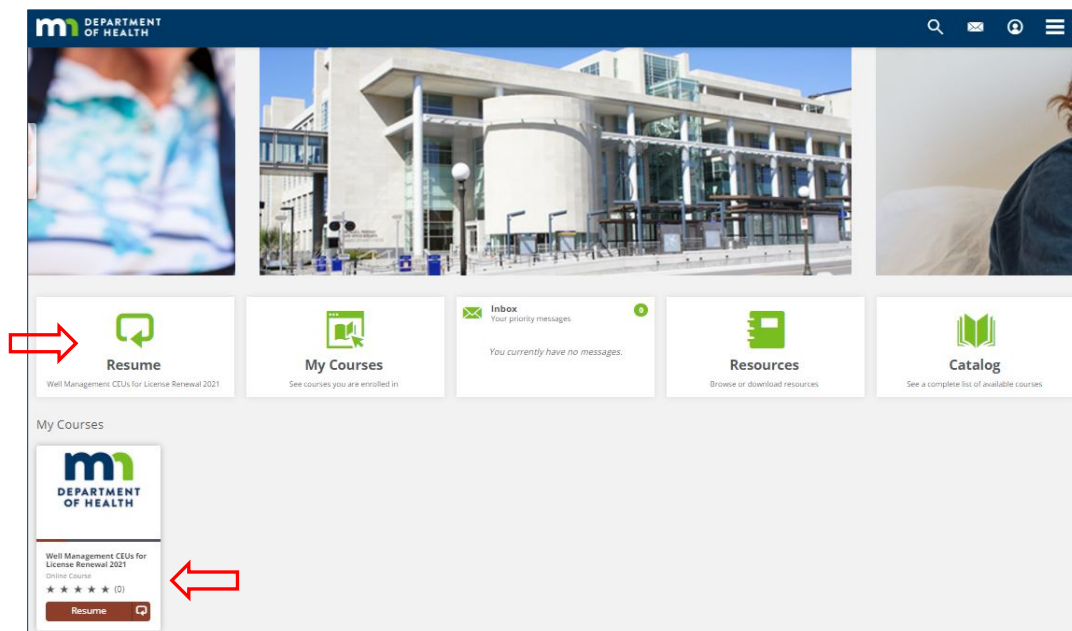


2. Select Log Off from the pull-down window. Press the Enter key.



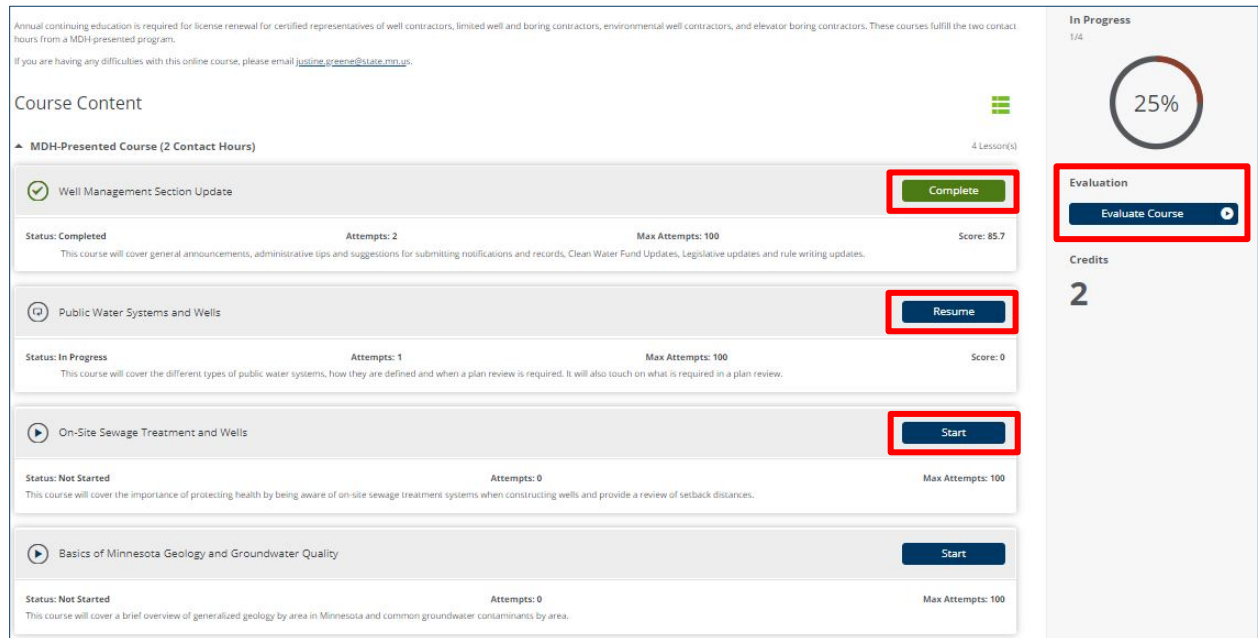
Returning Later – to Start or Resume a Course, Retake a Quiz, or Evaluate the Course

1. Go to the Minnesota Department of Health (MDH) Learning Center [Login \(minnesota.myabsorb.com\)](https://minnesota.myabsorb.com).
2. Enter your username (email address) and password, and click the “Login” button.
3. Click the Resume icon box or under My Courses click the Well Management CEUs for License Renewal 2021 or the “Resume” button.



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4. You have the option to complete an entire course or stop midway and return at a later time. The Course Content screen keeps track of the courses for you.
 - a. **Start** – a course you have not taken.
 - b. **Resume** – a course you have started and need to complete.
 - c. **Complete** – a course you have finished and passed the test.
 - d. **In Progress** – tracks the overall courses you have completed.
 - e. **Evaluate Course** – please provide feedback and suggestions.



Annual continuing education is required for license renewal for certified representatives of well contractors, limited well and boring contractors, environmental well contractors, and elevator boring contractors. These courses fulfill the two contact hours from a MDH-presented program.

If you are having any difficulties with this online course, please email juliane.green@state.mn.us.

Course Content

MDH-Presented Course (2 Contact Hours) 4 Lesson(s)

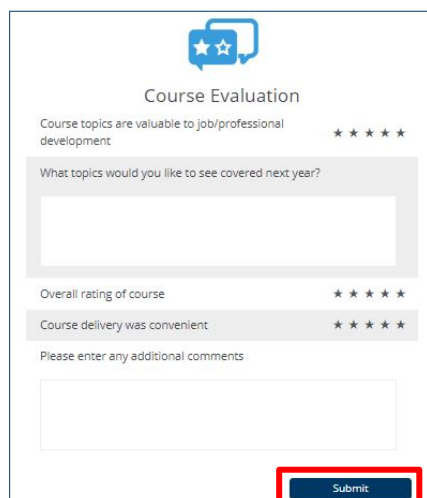
Lesson	Status	Attempts	Max Attempts	Score	Action
Well Management Section Update	Completed	2	100	85.7	Complete
Public Water Systems and Wells	In Progress	1	100	0	Resume
On-Site Sewage Treatment and Wells	Not Started	0	100		Start
Basics of Minnesota Geology and Groundwater Quality	Not Started	0	100		Start

In Progress
1/4
25%
Evaluation
Evaluate Course

Credits
2

Course Evaluation

We would like your feedback. Please take some time to fill out the course evaluation. When finished, click the “Submit” button. Thank you for your time.



Course Evaluation

Course topics are valuable to job/professional development ★ ★ ★ ★ ★

What topics would you like to see covered next year?

Overall rating of course ★ ★ ★ ★ ★

Course delivery was convenient ★ ★ ★ ★ ★

Please enter any additional comments

Submit

To obtain this information in a different format call 651-201-4600.
WELLS\Online Continuing Education Training for License Renewal 2021 Quick Reference Guide 11/06/2020