

## Two Contact Hours Online Continuing Education

### MDH LEARNING CENTER QUICK REFERENCE GUIDE

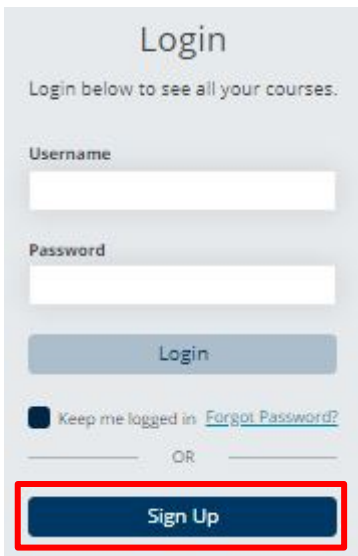
The Minnesota Department of Health (MDH) requires licensed well and boring and boring contractors to complete two contact hours of MDH-presented continuing education. This training is available through the MDH Learning Center and must be completed before renewing your license.

MDH is providing this training for FREE and online making it available to you 24/7. For your convenience, you can 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 future quick and easy access.
3. Scroll down and click the “Start Here for Login Screen” button.
  - a. If you have already signed up, enter your username (email address you entered when signing up) and password.  
(Then go to “Search and Enroll” on page 3 below.)
  - b. If you have forgotten your password, click “Forgot Password?” The application will assist you with creating a new password.
4. If this is your first time using the online training, click the “Sign Up” button on the Login screen.

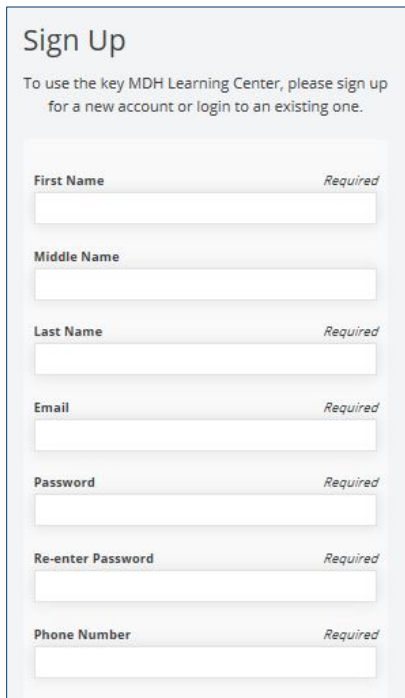
**START HERE FOR  
LOGIN SCREEN**



5. Create your Profile.

- a. Fill in all the **Required** fields.

**Note: The email address is your username for future logins.**



**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*

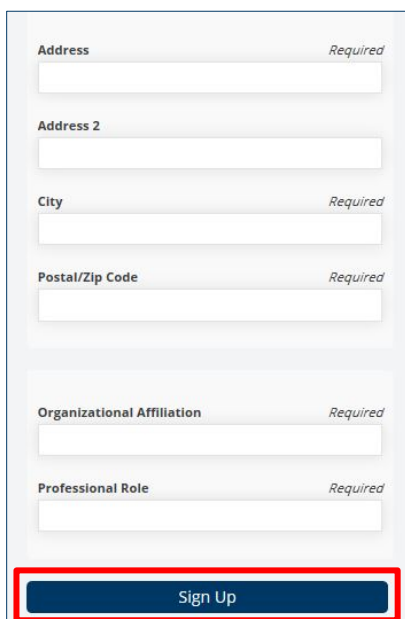
Phone Number *Required*

- b. **Address** field – enter home or company address.

**Organizational Affiliation** field – enter licensed well company name.

**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*

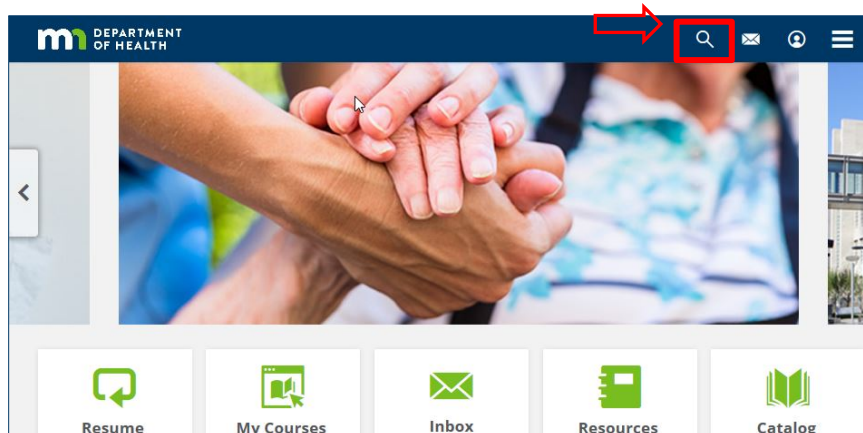
Organizational Affiliation *Required*

Professional Role *Required*

**Sign Up**

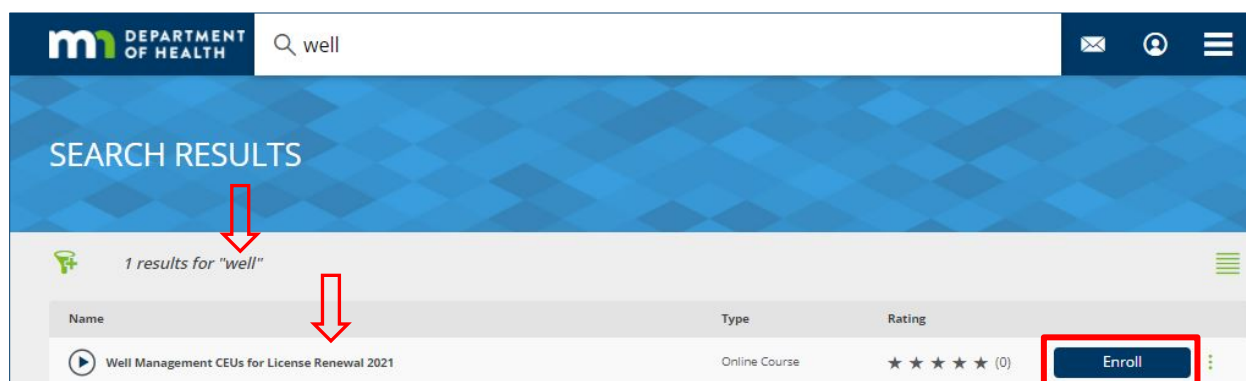
## Search and Enroll

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

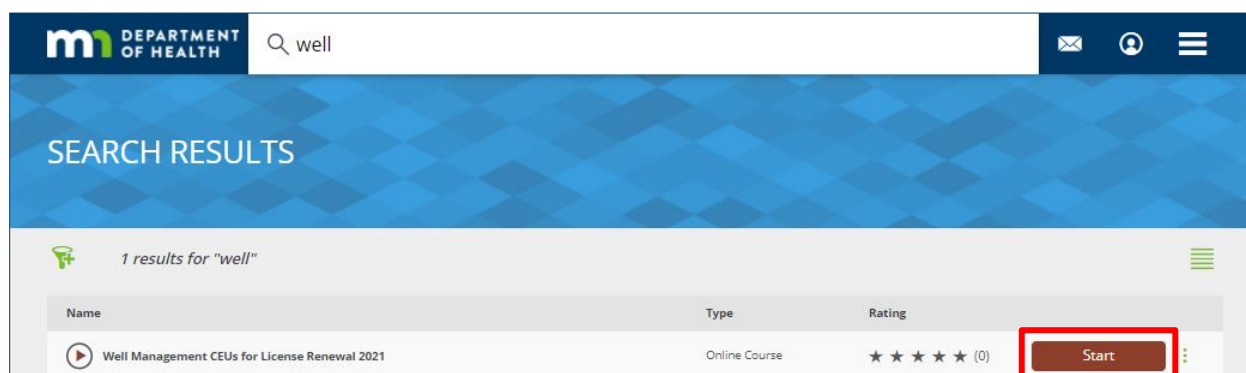


- a. Type the word “well” in the search box. Press the Enter key.
  - i. **Different Well Management CEUs for License Renewal years** will appear in the search results.

2. Click the “Enroll” button for the course for the license year you are currently renewing.




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



## Course Content

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

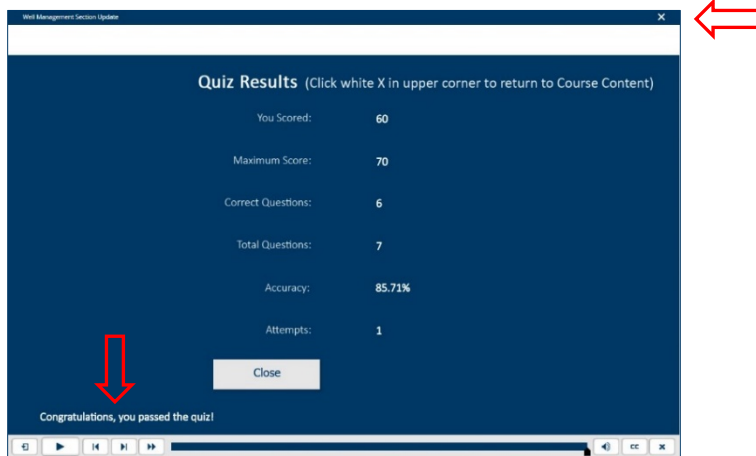
The screenshot displays the MDH Learning Center interface. At the top, the header reads 'DEPARTMENT OF HEALTH'. The main title is 'Well Management CEUs for License Renewal 2021'. Below this, there's a 'Course Content' tab. The course is categorized as 'MDH-Presented Course (2 Contact Hours)' and consists of 4 lessons. The first lesson, 'Well Management Section Update', is highlighted with a red box around its 'Start' button. The other three lessons are 'Public Water Systems and Wells', 'On-Site Sewage Treatment and Wells', and 'Basics of Minnesota Geology and Groundwater Quality'. Each lesson shows a status of 'Not Started', 0 attempts, and a maximum of 100 attempts. The right sidebar indicates 'Not Started 0/4', a progress circle at 0%, and 'Credits 2'.

2. Click the “Start” button to launch the course.
  - a. Click the  image in the middle of the screen to begin the course.
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.



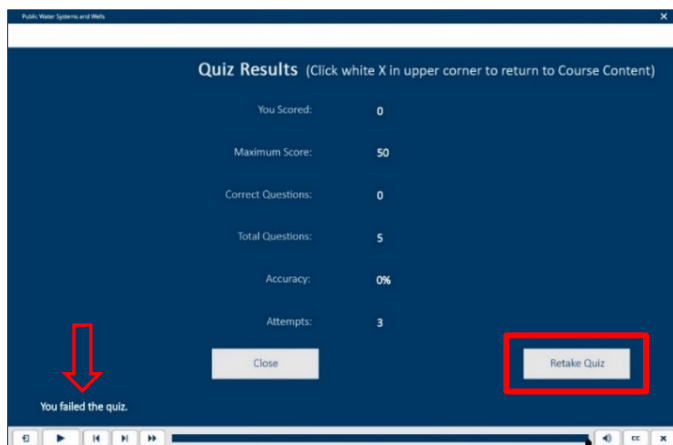
## Quiz Questions

1. At the end of each course there is a quiz made up of multiple choice and true or false questions. To complete the course, you must score 70 percent. You may retake the quiz right away or review the entire course and take the quiz again until you achieve the 70 percent.
  - a. Answer Question No. 1, then click the “Submit” button. A 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. The 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 in the lower-left corner announcing if you passed or failed the quiz. **Do not** click the “Close” button.
3. If you pass, click the white X in upper-right corner and you can log off.



4. If you fail the quiz, you may retake it immediately by clicking the “Retake Quiz” button.

If you choose to exit the course before passing the quiz or want to review the course slides again, click white X in the upper-right corner. You will return to the Course Content page. Notice the course button says “Resume.” To review course slides and retake the quiz, click the “Resume” button. To review specific course slides or return to the beginning of the quiz use the Forward and Back buttons on the navigational bar.

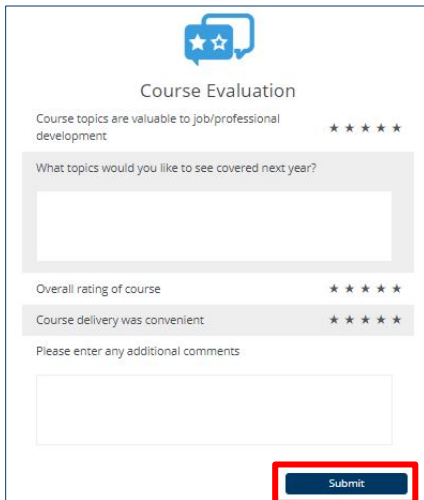


## Notification of Course Completion

You will receive an email notification when you successfully complete the course. That email will go to the email address that you used to register for the course. If you do not receive an email notification, contact MDH at [health.wells@state.mn.us](mailto:health.wells@state.mn.us) or 651-201-4600. You do not need to notify MDH when you complete the course. The MDH Learning Center will do that automatically.

## Course Evaluation

We would like your feedback. Please fill out the course evaluation, it may take about 5 minutes. When finished, click the “Submit” button. Thank you for your time.

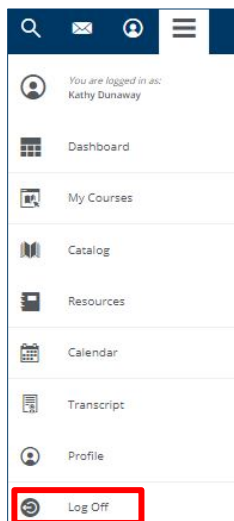
A screenshot of a 'Course Evaluation' form. At the top is a blue icon with two stars and a speech bubble. Below it, the title 'Course Evaluation' is centered. The first section states 'Course topics are valuable to job/professional development' followed by five stars. The second section asks 'What topics would you like to see covered next year?' with a text input field. The third section is 'Overall rating of course' with five stars. The fourth section is 'Course delivery was convenient' with five stars. The fifth section is 'Please enter any additional comments' with a text input field. At the bottom right, a blue 'Submit' button is highlighted with a red rectangle.

## Log Off

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



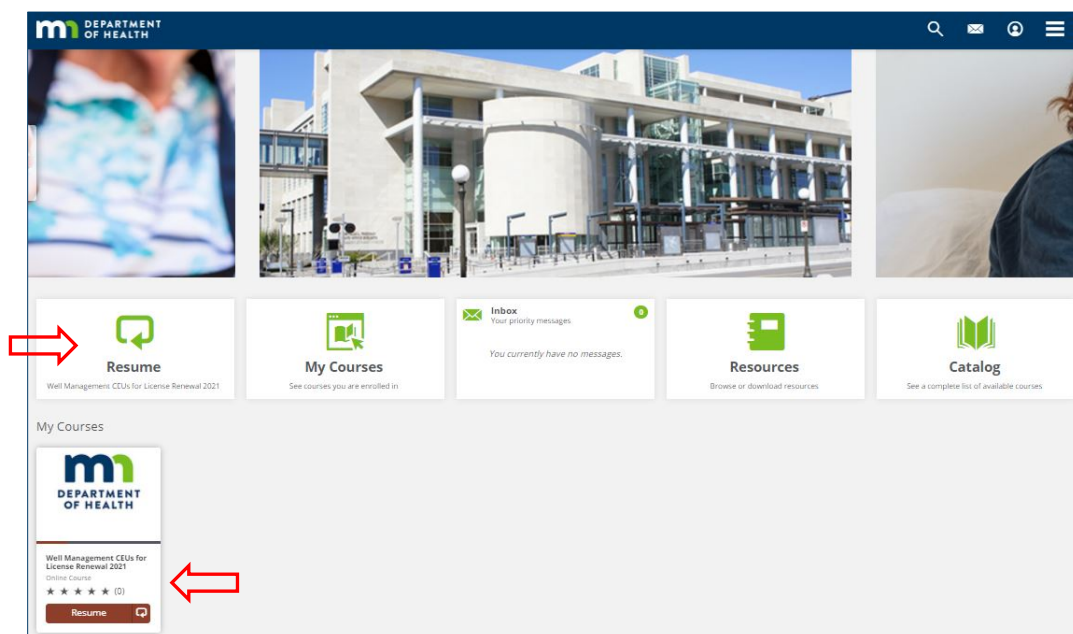
2. Select Log Off from the pull-down window. Press the Enter key.



## Returning Later – to 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, then click the “Login” button.
  - a. If you have forgotten your password, click “Forgot Password?” The application will assist you with creating a new password.

3. Click the Resume icon box or under My Courses click the Well Management CEUs for License Renewal “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 all your training courses.
- 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.greenlee@state.mn.us](mailto:juliane.greenlee@state.mn.us).

### Course Content

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

Course Title	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

To obtain this information in a different format call 651-201-4600.  
Publications\Two Contact Hour Online CEU Quick Reference Guide 03/31/2021R