

# Adult LTC FS Update Vol. 10, No. 1

**Topic:** Individual Registration for 2014 Continuing Skills Testing for LTCFS Screeners of Adults  
**Release Date:** Friday, January 10, 2014  
**Attachment:** 2014 CST Registration Form

## DHS Functional Screener Learning Center 2014 Continuing Skills Test Individual Registration

All screeners who are certified to complete the Adult LTCFS must successfully complete the 2014 Continuing Skills Test (CST) during February 2014 in order to retain their status as a certified screener. This test will be hosted on the Functional Screen Learning Center, which is also the new host of initial screener certification training for Adult LTCFS screeners. All screeners who wish to take the 2014 CST must have a Learning Center Login ID and register for the test. Please read all of the information below very carefully to determine if you need to complete the registration process for the 2014 CST.

While all screeners who participate in the 2014 CST must have a Learning Center Login ID and register for the test, the Department of Health Services has already offered and completed batch registration with screening agencies. **If your agency collected the last four digits of your SSN during November or December 2013, you were registered for the 2014 CST by your agency.** You will receive an email from the Learning Center by January 19, 2014 with the Login ID you will use to take the CST and to register for any future course hosted on the Learning Center portal. If you are unsure about whether you were listed on your agency's batch registration report, contact your agency screen liaison or supervisor.

If you are aware that your former screening agency included you in batch registration for the 2014 CST, but you have since changed screening agencies, please contact the Learning Center at [ptsreg@uwosh.edu](mailto:ptsreg@uwosh.edu) to update your Learning Center profile. You will need to provide your new agency name, mailing address, phone number and your email address. If you do not do contact the Learning Center, your CST results will not be sent to you or your current employing agency.

There is no need for screeners who were batch registered for the CST to contact the Learning Center regarding registration for the 2014 CST, unless you do not receive an email with your Login ID by January 19, 2014. It is important to retain your Login ID for future course or CST registration. This Login ID is now a personal identifier that the Department of Health Services will use to identify you as a certified screener.

**Individual screeners who were not included in batch registration for the 2014 CST and who do not have a Login ID for the 2014 CST must register for the Learning Center by completing and submitting the information below.** Individual registrations from certified screeners for Learning Center IDs for the 2014 CST will be accepted beginning January 21, 2014. After you submit the registration form found on the Continuing Skills Testing link at <https://wss.ccdet.uwosh.edu/stc/dhsfunctscreen/> you will receive an email from the Learning Center with a Login ID that you will use to access the CST. If you do not receive a Login ID from the Learning Center within one week after submitting your registration request, contact the registration staff at 920-424-1071, or [ptsreg@uwosh.edu](mailto:ptsreg@uwosh.edu). Retain your Login ID for future course or CST registration. This Login ID is now a personal identifier that the Department of Health Services will use to identify you as a certified screener.

**New screeners who were initially certified to screen adults in November or December 2013 or January or February 2014 are exempt from taking the 2014 CST.** However, they should retain their course Login ID for future course or CST registration. This Login ID is now a personal identifier that the Department of Health Services will use to identify them as certified screeners.

**Certified screeners of adults who are not currently employed by a screening agency must contact the Department of Health Services for special access instructions to register for the 2014 CST.** Contact Kathleen Luedtke, LTCFS Operations Section Chief by email at [Kathleen.Luedtke@dhs.wisconsin.gov](mailto:Kathleen.Luedtke@dhs.wisconsin.gov) by February 24, 2014 if you are as certified screener who is not currently employed by a screening agency and wish to complete the 2014 CST.

**Certified screeners who wish to register for the 2014 CST, but who will be unable to take the CST during February 2014 due to a medical or family leave of absence from their position at a screening agency should contact their agency screen liaison about obtaining an exemption from the test.** Exemptions will be considered if they are submitted **by the agency liaison** to Kathleen Luedtke, DHS LTCFS Operations Section Chief at [Kathleen.Luedtke@dhs.wisconsin.gov](mailto:Kathleen.Luedtke@dhs.wisconsin.gov) no later than February 27, 2014. You should register for the CST regardless of whether you anticipate requesting a waiver due to a leave of absence. Retain your Login ID for future course or CST registration. This Login ID is now a personal identifier that the Department of Health Services will use to identify you as a certified screener.

If, based on the information above, you need to register individually for the 2014 CST you must print, complete and submit the registration form located on the Continuing Skills Testing link at: <https://wss.ccdet.uwosh.edu/stc/dhsfunctscreen/>. The information you provide will be used to register for the Functional Screen Learning Center, only. The last four digits of your SSN will be retained by the Learning Center (UW-Oshkosh) to create a unique identifier for you and to assist in retrieving your personal Login ID should you lose it in the future. *The signed Account Registration form can be Mailed, Faxed, or Scanned/Emailed to:*

UW-Oshkosh Center for Career Development  
Attn: Registration Staff  
800 Algoma Blvd.  
Oshkosh, WI 54901  
FAX: 920-424-1112  
[ptsreg@uwosh.edu](mailto:ptsreg@uwosh.edu)