



CREDENTIAL HOTSPOT

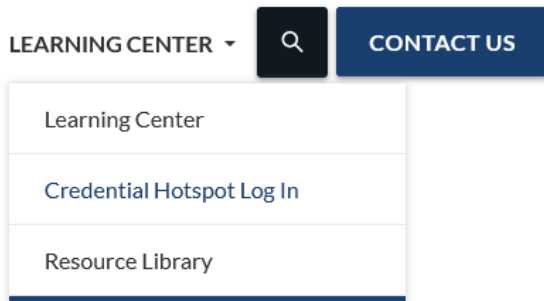
School mental health professionals from **Chesapeake, Danville, Henry County, Petersburg, Pittsylvania, Suffolk, and Washington County Public Schools** are invited to create an account with their work email and log into the Credential Hotspot portal to access additional courses with certificates, quizzes, and badges to demonstrate mastery.

The account gives access to courses designed for professionals to expand their knowledge and enhance the ability to support the students they serve. These courses have been selected by VDOE, and digital badges and certificates can be earned upon successful completion of knowledge checks or quizzes.

HOW TO CREATE AN ACCOUNT

Create an account via the Credential Hotspot Log in page, in order to have access to all the material of the course for which you are seeking a digital badge.

- 1 First, navigate to the Credential Hotspot Log In page, accessible via the Learning Center dropdown menu



Screenshot of the tab in the navigation menu

- 2 Use the Sign-Up button to create an account on your first visit.

Username or Email*

Password*

LOG IN SIGN UP FORGOT PASSWORD?

Login page

- 3 You will then be taken to the sign-up page where you can create your account:

Username* Email*

First Name* Last Name*

Password* Confirm Password*

REGISTER YOUR ACCOUNT

Sign up page

- 4 Once your account has been created you can login using your username OR email and then enter your password.

Username or Email*

Password*

LOG IN SIGN UP FORGOT PASSWORD?

Login page



EARN YOUR DIGITAL BADGE

- **Watch all training modules** of the course you are interested in, before attempting the cumulative quiz. *Note that some video modules might also appear on the Learning Center page but without associated badges.
- Log into your account to **access the related quiz**. The quizzes have multiple choice questions. Choose the best answer to each question.
- **Achieve a score of 80% correct** to earn a certificate. If you successfully answer 80% of the questions, a certificate and digital badge will be emailed to you.

Note that your certificate and badge will be sent via a no-reply email address and might end up in your spam folder

User tip: the modules and quizzes work best when viewed on Google Chrome. Some of the other browsers limit access to certain functionalities.

POTENTIAL RECERTIFICATION HOURS

For reporting purposes, each digital badge and certificate includes the course engagement hours that were required to complete the course. These hours **may** be eligible for professional development points or recertification credit for Virginia SMHPs. Start by contacting your employing school division to discuss their requirements for recertification points or professional development credit for any activities completed on the Virginia Career and Learning Center website.

NEED HELP?

If you are a SMHP from Chesapeake, Danville, Henry County, Petersburg, Pittsylvania, Suffolk, and Washington County Public Schools and have trouble creating an account or logging in, contact CIEES@ODU.EDU.