

VERA: NCHS Applying Best Practices for Reporting Medical and Health Information on Birth Certificates

The NCHS *Applying Best Practices for Reporting Medical and Health Information on Birth Certificates* is a required course for access to VERA. To complete the training and obtain a certificate, please follow the steps below.

Step 1: Go to www.MichiganVERA.org website to find the link to the training. Or click here: <https://www.cdc.gov/nchs/training/BirthCertificateElearning/>.

Step 2: Scroll to the bottom and click on the **Certificate** link.



Step 3: Click on **Go to course page on CDC TRAIN**.

Step 4: Login to your account or create one if needed.

*Note: This step is important. In order to receive your certificate, you **MUST** have an account. If you skip this step, you will not receive a certificate.*

Step 5: Click **COURSE CATALOG** link in the top menu.



Step 6: In the search menu, enter *“applying best practices”* and click on the magnifying glass.

Step 7: Click on the course name then click on the green **+ Register** tab on the course page, then click OK to confirm registration in the pop-up.

Step 8: You may get a message that says you need to complete your profile. If so, click **Go to profile**.

Step 9: Fill in required fields, save, then click **Close**.

Step 10: Once back at the course page, click again on **+ Register** then click **OK**.

Step 11: Choose the credits you want; if you are not seeking continuing education credits, choose “none,” then click the **OK** button.

Step 12: Click **Launch** to go directly to the course page; if you have already taken the course and want to get to the assessment, click **Mark Completed** and then **OK** in the pop-up box. Green box will change from **Launch** to **Assessment**.

Step 13: Click **Assessment**.

Step 14: Answer the 10 questions and then click Close.

Step 15: Click **Take Evaluation**.

Step 16: Answer questions and then click Close.

Step 17: On course page, click **Certificate** (A) then **Download** (B), and either open or save the PDF certificate.

The screenshot displays the CDC TRAIN interface for a course titled "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates - Certificate of Completion Only". A "Certificate status" pop-up window is centered on the screen, containing the course title and a "Download" button (labeled B). The background course page shows a "Certificate" button (labeled A), a "Passed" status, a "Verified" badge, and a 5-star rating (69 reviews). The course description states: "This course is designed to increase knowledge of the importance and best practices for reporting birth certificate and report of fetal death information. Content is derived from state and national vital statistics experts and national".