

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 resources page on the 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 5 questions and then click Close.

Step 15: Click **Take Evaluation**.

Step 16: Answer questions and then click Close.

Step 17: On course page, click **Print Certificate** and either open or save the pdf certificate.