Kentucky Association of Health Care Facilities (KAHCF) & We Care Online

Online Workshops Enrollment Packet

Frequently Asked Questions (FAQ

What is in We Care's courses to help me learn?
We Care believes that the more senses involved in learning, the more you will retain! Therefore, they utilize course reading, videos, games and textbooks. They strongly encourage (and sometimes require) using our discussion board. Sometimes learning comes from chatting with your peers who are also taking the course.

How does your course benefit me as a Long Term Care Facility?
We Care Online courses can be an extremely valuable asset to your facility. Sometimes you just can't provide enough manpower to cover students while they are out taking classes! With this online course, you don't have to worry about travel expenses, such as hotel, food and gas. Students can log-on anytime of the day and can work at home, the library or at a computer you provide.

What are the system requirements?
Windows 98 or higher
486 processor or higher
Firefox or Google Chrome web browsers, it is not recommended to use Internet Explorer

When do I have to be online?
This is the beauty of online courses: You don't have to be online at any particular time of the day or week. As long as the course work is completed within the time allotted, you can access your course anytime! Day or Night! On your schedule!

How do I register?
Go to www.kahcfkcal.org and make sure to sign-in. Click on the Event Tab and then click on the desired course and select the date for when you want to take the course. Fill out the personal information boxes and be sure to include a VALID email address. Your instructor will use this email address for all correspondence.

Can I register anytime?
You can register for a class anytime until Noon the Friday before the class begins. All classes begin on a Tuesday and are 4 weeks in duration.

How do I pay?
KAHCF accepts MasterCard and Visa. Or select bill me for a member facility. You can supply your credit card information on the registration page

How can I get a copy of my credit card receipt?
You should automatically receive an emailed copy of your paid invoice to the email address you entered on the payment information, but if you do not receive one you can email Sharon Netherton (snetherton@Kahcf.org) and a copy will be emailed to you.

How do I access the course and get onto Blackboard?
You will receive an email from We Care on the first day of class that will include your username and password and a link to the online workshop. Once you click on the link provided, enter your username and password and then follow the instructions. You will NOT be able to access the course prior to the start date.

I still have more questions regarding this course – who do I contact?
Kentucky Association of Health Care Facilities will be glad to help you! Simply email either Angela Porter (aporter@Kahcf.org) or Sharon Netherton (snetherton@Kahcf.org) . You can also call them directly at 502-425-5000. If they are unable to answer your questions, they will find someone who can.