

PROVIDER ADVISORY #2023-007
APD TRAIN FLORIDA COURSE COMPLETION REQUIREMENTS FOR
NON APD COURSES

INFORMATIONAL

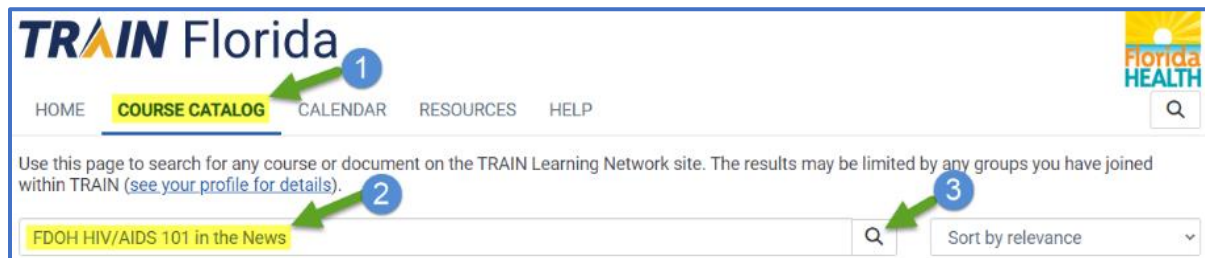
EFFECTIVE DATE: IMMEDIATELY

The Agency for Persons with Disabilities (APD) encourages all provider agency owners to inform staff of the following APD TRAIN Florida requirements. We also encourage all providers to review and share the APD training information located on the [Provider Advisories](#) web page.

TRAIN Florida Course Completion Requirements for Non APD Courses

Per Appendix B of the iBudget Waiver Handbook, the Florida Department of Health (FDOH) - HIV/AIDS 101 in the News is approved for the AIDS/HIV/Infection Control course completion requirement. Direct Service Providers must complete the training within 90 days of providing services. It is expected that all Direct Service Providers have proof of completion. Once complete, the TRAIN Florida transcript serves as proof of fulfillment of the training course.

Provider agency owners and their staff should enter FDOH HIV/AIDS 101 in the News into the TRAIN Florida course catalog to locate the course.



Regarding the FDOH HIV/AIDS 101 in the News course:

1. No certificate is assigned to the course.
2. This course cannot be used for in-service training credits.
3. The course duration is 45 minutes to one hour.
4. Please do not contact FDOH for assistance. The provider or staff member must email the APD LMS Support team at apd.lmssupport@apdcares.org for technical assistance.

The APD LMS Support team and Qlarant Reviewers have access to the provider agency owners' course completion report. The report shows the registration and completion dates and times for each staff member. It is expected that the provider and their staff watch the non APD course presentation in its entirety. If the provider and/or staff fail to comply they will not receive credit, APD will deactivate the course, and it will not appear on the transcript.

A sample of a provider's noncompliance is listed below.

Registration ID	28738210
Registered	1 Dec 13, 2022 4:28 PM EST
Last launch	Dec 13, 2022 4:29 PM EST
Completion Date	2 Dec 13, 2022 4:38 PM EST
Length (Hours)	1
Post-assessment	3 80pt / 53.33% • Review

The provider in this scenario completed the one hour course in 10 minutes. If this occurs, APD will deactivate the course from the account, and it will not appear on the transcript. This helps to protect our clients, the provider agency owner, and APD.

Annual In-Service Training Course Completion Requirements

APD encourages all provider agency owners and their staff to use TRAIN Florida courses to help meet their Annual In-Service Training requirements. Please be advised that some non APD courses may not have a certificate, and the TRAIN Florida transcript serves as proof of completion.

Helpful Tips

1. The staff member should read the Course Description to locate the Course Duration (required hours to complete the trainings) prior to registering for the course.
2. Please ensure that your staff member watches the training presentation in its entirety.
3. If a staff member is not in compliance with the course completion requirements, email the APD LMS Support team at apd.lmssupport@apdcares.org, and they will be able to retake the course.
4. The staff member should not mark the course as complete until they have watched the presentation in its entirety.

The APD LMS Support team is responsible for providing technical support for TRAIN Florida accounts and courses. This does not include answering questions about course content.

The APD LMS Support team is available Monday - Friday, 8:00 a.m. – 5:00 p.m., except holidays. Email apd.lmssupport@apdcares.org for assistance.

- Please do not send multiple emails for the same subject.
- Emails are addressed in the order they are received.

If you are an APD provider agency owner or staff member, please include in the body of the email your:

- Provider ID number
- Login name
- Account email address

Please visit the [APD Training Portal](#) for additional information and assistance.