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PROVIDER ADVISORY #2025-004
REGISTERING FOR TRAIN FLORIDA COURSES
ACTION REQUIRED

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EFFECTIVE DATE: APRIL 15, 2025

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This advisory replaces [Provider Advisory 2024-020 Provider Calendar to Train Florida Transition](#). The Provider Training Calendar on the APD website has been deactivated, which has changed registration for several APD courses. To register for the online or instructor-led courses listed below, please use the [TRAIN Florida learning management system](#).

- Direct Care Core Competencies (DCCC)
- Equipping Individuals & Activating Communities
- Health Insurance Portability and Accountability Act (HIPAA)
- Medication Administration Trainer Training
- Medication Error Prevention and Medication Administration Annual Update
- Medication Trainer Annual Update (TAU)
- Prescribed Enteral Formula Administration (PEFA) Annual Update for Medication Administration Providers (MAPs)
- Requirements for All Waiver Providers
- Supported Living Pre-Service Training
- Zero Tolerance

To register for **Best Practices in Supported Employment (BPSE)** and **Introduction to Social Security Work Incentives (SSWI),** delivered by APD staff, please use TRAIN Florida. The Training Resources Network, not affiliated with APD, also [offers these courses online](#).

To register for the **Medication Administration and Validation Training**, providers must contact the Medical Case Manager in their [APD regional office](#) for a current listing of approved trainers.

Behavioral Emergency Procedures

To meet the **Behavioral Emergency Procedures** training requirement, visit APD's [Behavioral Services Resources webpage](#) for a list of approved curricula and training providers. Curricula developed by private training providers for this requirement must comply with APD Rule Chapter 65G-8, Reactive Strategies, Florida Administrative Code, and be reviewed and approved in writing by the APD.

Additional Information:

The **Direct Care Core Competencies** and **Zero Tolerance** courses are available only as a self-paced online course in TRAIN Florida.

The **Supported Living Pre-Service Training** was updated in 2024 and is available either virtually or in a classroom setting. [Registration for the updated version is only available through TRAIN Florida](#).

How to access APD courses in TRAIN Florida:

1. Log in to [TRAIN Florida](#).
2. At the top right corner of the homepage, click on the search icon. 🔍
3. Enter the course name in the search field and press "Enter."
4. Find the course in the search results and click on the course title.
5. Follow the prompts to enroll in or access the course.

Course Title in TRAIN Florida	Delivery Format
APD - 65G-7 Medication Administration Trainer Training	• Instructor-led classroom
APD - 65G-7 Medication Trainer Annual Update (TAU)	• Instructor-led classroom
APD - Best Practices in Supported Employment (BPSE)	• Instructor-led classroom • Instructor-led virtual
APD - Direct Care Core Competencies (DCCC)	• Self-paced online
APD - Equipping Individuals & Activating Communities	• Self-paced online
APD - Health Insurance Portability and Accountability Act (HIPAA) Basics	• Self-paced online
APD - Introduction to Social Security Work Incentives (SSWI)	• Instructor-led classroom • Instructor-led virtual
APD - Medication Error Prevention and Medication Administration Annual Update	• Self-paced online
APD - Prescribed Enteral Formula Administration (PEFA) Annual Update for Medication Assistance Providers (MAPs)	• Instructor-led classroom
APD - Requirements for All Waiver Providers	• Self-paced online
APD - Supported Living Pre-Service Training	• Instructor-led classroom • Instructor-led virtual
APD - Zero Tolerance	• Self-paced online

If you do not have a TRAIN Florida account, or **if your account is not set up correctly, you will not be able to access the courses listed above**. Please review the attached guide titled *How to Complete Your User Account Profile in TRAIN Florida* for detailed instructions.

If you have questions about this advisory or need technical assistance, please contact the APD LMS Support team via email at apd.lmssupport@apdcares.org.