

### Introduction

This course is taught in a virtual learning environment, with on-line testing through TRAIN Florida. Prior to taking the class with your Regional MCM you will need to do the following:

### **TRAIN Florida Account:**

1. If you DO NOT have a TRAIN Florida account, you will need to go to the [Medication Admin Trainer Training](#) web page. Once there, download the “[learner batch spreadsheet](#)” and fill it out [per the instructions](#). Send it to [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org) (Subject Line: Med Admin Trainer Account) to create your TRAIN Florida account. *Do not do this if you already have a TRAIN Florida account, to avoid creating multiple accounts for one learner.* TRAIN Florida will notify you when your account is created. This usually takes 5-7 days. You will need this account to access the exam for the Medication Administration Trainer Training.

### **Download the documents for the Virtual Classroom Training:**

2. The documents and handouts you will need have been posted here for you to download [APD Website](#). You may keep many of these in electronic format if you wish, as long as, you can access them quickly as you need them. You will need to print 65G-7, the Trainer Training handout, the Authorization form, the controlled medication count form, the medication error report form, and several front and back copies of the MAR form.
  - After you complete exam, you are required to complete and email the [Medication Administration Trainer Training Course Attestation](#) to your Regional Office MCM.

### **Virtual Classroom Training Requirements**

3. It will be helpful for you to read the MAR-HOW-TO document before class and familiarize yourself with the APD MAR form that is provided, as well as the controlled count instructions and form. Students who have reviewed these before class generally have a better grasp on the instruction that is provided on these two forms in class.

### **TRAIN Florida Exam**

4. You are required to take the Medication Administration Trainer Training Assessment (Exam) in TRAIN Florida. Your Regional MCM will give you the course code for the TRAIN Florida exam at the end of your virtual training course.

### **TRAIN Florida Exam Instructions**

5. To take the exam, you must
  - a. Log in to [TRAIN Florida](#) and search for the course by name (APD – 65G-7 Medication Administration Trainer Training) or ID number 1093550.
  - b. Please use the [65G-7-Learner Navigation Guide – Test and Evaluation](#) document to help you locate and register for the course examination using the access code you were given.
  - c. Immediately after you register for the course, you received with the course registration confirmation email. You will not receive your certificate until the Regional Office MCM has your Attestation.