

Attention all TRAIN Florida APD Learners!

PHF Policy

All APD Learners are required to read and follow the requirements listed below.

By registering as a user on any www.Train.org or TRAIN Affiliate site, you acknowledge that you have read, understood, and accepted Public Health Foundation (PHF's) General Policies and Liability Terms, Confidentiality Statement, and Learner Rights and Responsibilities:

<https://www.train.org/florida/help/policies?scrollTo=general-policies-and-liability-terms>.

Agency Providers that continue to create multiple accounts and do not comply with TRAIN Florida course requirements may not have access to the online system and learner accounts will be placed inactive for non-compliance.

Important Contact Information:

All TRAIN Florida APD Learners are required to comply:

Do not send emails to PHF or FDOH (Posted: 10/09/2019)

Attention all APD Providers and Staff!

This is a TRAIN Florida APD LMS Support requirement!

You must **STOP** sending emails to the Public Health Foundation (PHF) or the Florida Department of Health (FDOH) regarding TRAIN Florida website and course questions. They will not respond to your emails. Instead, please send an email to apd.lmssupport@apdcares.org

Important APD Course Information:

APD FY 18-19 Courses. (Posted: 10/09/2019)

ATTENTION APD Learners:

The APD Zero Tolerance FY 18-19, Direct Care Core Competencies FY 18-19 courses are available in Training Plans. A link to the Training Plans is located on the Learner's Home page or go to the next announcement to access the Training Plans.

All learners are required to use the Training Plans.

- APD Zero Tolerance FY 18-19: ([Instructions](#) for Completing) – (How to locate and manage the [Training Plan](#))
- Direct Care Core Competencies FY 18-19: ([Instructions](#) for completing) – (How to locate and manage the [Training Plan](#))
- APD-Attain HIPAA Basics courses: ([Instructions](#) for locating and completing the course)

For problems with APD courses on TRAIN Florida, do not contact the Florida Department of Health (FDOH) or the Public Health Foundation (PHF). They will not respond to your emails. Instead, please send an email to apd.lmssupport@apdcares.org

Important Account Information:

All TRAIN Florida APD Providers and staff are required to comply with the APD LMS Account Creation Process:

Agency Providers and Staff - Stop Creating Your Own Accounts (Posted: 10/09/2019)

- If you currently work for an Agency Provider, **please do not create your own account**. Your provider has been instructed to use the [Providers and Staff](#) process.
- If you are an Agency Provider Owner or Administrator, please do not create your own account. Your account may have already been created. Please contact the [TRAIN Florida APD Team](#) by email at: apd.lmssupport@apdcares.org
- TRAIN Florida learners can only have one account. If you work for more than one Agency Provider, please contact the [TRAIN Florida APD Team](#) by email at: apd.lmssupport@apdcares.org

How to Register in TRAIN Florida:

- A. [APD Employees – Contact the APD LMS Support team](#)
- B. [APD Independent Contractors - Instructions](#)
- C. [Providers and Staff – Instructions, \(Spreadsheet\)](#)
- D. [Non-Agency Trainers](#)
- E. [Providers Pending APD Approval - Instructions](#)
- F. [Provider Prospective Employees](#)
- G. [Florida General – \(Non APD Providers, Customers or Clients\) - Instructions](#)

Important Login Information:

All TRAIN Florida Learners are required to comply with the login process. (Posted: 10/09/2019)

Forgot Your Login Name / Password:

1. **Do Not Create a Second Account! (Follow the instructions below for new or current learners)**
2. New Learner account login instructions: [Click Here!](#)
3. Current Learner account login instructions: [Click Here](#)
4. For additional help, please contact the APD LMS Support team at apd.lmssupport@apdcares.org

Stay up-to-date about the latest changes to APD courses and to TRAIN Florida by visiting the [APD Training Portal](#).