

TRAIN Florida – APD

How to Create your TRAIN Florida APD Learner Account:

Florida's Public



The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in their Communities.



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APD Technical Support and Communication



We are just an email away!

If you cannot find the answer to your problem or require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apdcares.org

Image 1

Note:

Please do not to contact the Public Health Foundation (PHF) or the Florida Department of Health (DOH) regarding TRAIN Florida. They will not reply to your emails or telephone calls. Instead, send an email to apd.lmssupport@apdcares.org Subject: Florida - General Learner. Priority High. You must include your first and last name, email address and the TRAIN Florida Login Name in the body of the email.

It is critical that you do not create multiple accounts!



Introduction

The TRAIN Florida APD LMS Support team has implemented the account creation process for Florida's public to create a TRAIN Florida account, and take APD and other Public Health courses. If you <u>do not</u> have a TRAIN Florida account, please read and carefully follow the <u>instructions</u> for creating a TRAIN Florida account.

Note:

Please do not CREATE a second TRAIN FLORIDA LEARNER ACCOUNT. If you already have a **TRAIN Florida account and need access to APD courses, you only need one TRAIN Florida learner account.** Please send an email to apd.lmssupport@apdcares.org. Subject: Add TRAIN Florida APD Group. If you have a TRAIN Florida account, but do not remember your username or password: \checkmark click here for instructions to retrieve your login information.

Please do not create a second account.

APD and our partners use the TRAIN Florida data to report on training compliance and certification, and the TRAIN Florida APD Support team regularly monitors and updates learner account information to help ensure data accuracy. Accurate learner data allows all TRAIN Florida APD learners to manage TRAIN Florida efficiently.

What Does This Mean for You?

- Your learner account information controls assignment to the TRAIN Florida APD group structure. The correct group assignment provides you access to TRAIN Florida APD training information, resources, discussion boards, announcements, and courses
- □ It provides you with an accurate TRAIN Florida transcript
- Helps you to manage your personal and professional training development
- Allows you to efficiently locate, register, and manage courses

This document provides instructions on how to create your TRAIN Florida APD learner account and complete the APD and other Public Health courses.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apd.lmssupport@apdcares.org



Rev.: 10/20/2017



How to Create your Account

Step 1

Here is how to find the TRAIN Florida Login page.

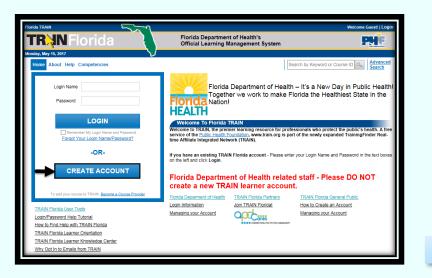
Click on the link below or enter the web address into a browser, it will take you to the TRAIN Florida Login page. <u>https://fl.train.org/DesktopShell.aspx</u>

Florida TRAIN		Welcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management	
Monday, May 15, 2017		
Home About Help Competencies		Search by Keyword or Course ID A Advanced Search
Login Name Password		ent of Health – It's a New Day in Public Healthl rk to make Florida the Healthiest State in the
LOGIN Remember My Login Name and Password Forgot Your Login Name/Password?		esource for professionals who protect the public's health. A free w.train.org is part of the newly expanded TrainingFinder Real-
-OR-	If you have an existing TRAIN Florida acco on the left and click Login.	ount - Please enter your Login Name and Password in the text boxes
CREATE ACCOUNT	Florida Department of Hea create a new TRAIN learne	ealth related staff - Please DO NOT ler account.
To add your course to TRAIN: Become a Course Provider	Florida Deparment of Health TRAIN Florid	da Partners TRAIN Florida General Public
TRAIN Florida User Tools	Login Information Join TRAIN F	
Login/Password Help Tutorial	Managing your Account	Managing your Account
How to Find Help with TRAIN Florida	CONNEC	ECTING YOU TO THE COMMUNITY
TRAIN Florida Learner Orientation		
TRAIN Florida Learner Knowledge Center Why Opt In to Emails from TRAIN		

You should see this web page.

Step 2

On the TRAIN Florida Login page, locate and click on the **Create Account** button.



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You should be on the TRAIN Policies page:

- A. Check the box next to "I agree to these TRAIN policies".
- B. Click the "Next Button".



Step 4

You should be on the Required Fields page: A red asterisk marks <u>all information required</u> by the TRAIN system.

lorida TRAIN		Welcome Guest! Login
TRŅN Flo	orida	Florida Department of Health's Official Learning Management System
Aonday, May 15, 2017		
Home About Help Co	ompetencies	Search by Keyword or Course ID Advanced Search
Required Field	s	Optional Fields
Login Name *	Homer.Smith	Middle Name James
Password *	•••••	Telephone (evening)
Confirm Password *	•••••	Daytime Extension
First Name *	Homer	Pager
Last Name *	Smith	Fax
Position Title *	APD - Customer	Mobile
Telephone (daytime) *	777-777-7777	Bureau/ Section
Example: (777)777-7777 Email *	Homer.Smith123@gmail.com	Address 2
Email Confirm Email *	Homer.Smith123@gmail.com	
Organization name *		· · · · · · · · · · · · · · · · · · ·
Department / Division *	APD - Customer	✓ I would like to receive emails from TRAIN
Address 1 *	123 Way Home	□ I would like to receive notifications about the site updates by email.
Country *		
State / Territory *		
City / Township / Town		
Zip code / Postal code *		
County *		
	ret question and provide a ONE WORD	



.....

You must enter accurate and correct information. Please go to step #5 for specific instructions.

Step 5

The information on this page creates your account information in the system. A red asterisk marks <u>all information required</u> by the TRAIN system. All fields have information. Please enter accurate and correct information in the Required Fields.

Please use Spell Case (Example: John Smith / Jones Avenue) and full words. Use no Upper Case, abbreviations or acronyms.

Use the following list to help guide you:

A. Login Name* – Enter your First Name, followed by a period and then your Last Name. There is no space between the First Name, period and your Last Name:

Example: Homer.Smith Login Name	Homer.Smith

- B. Password* Enter your password. For security, the password characters will be entered as dots in the field:
 Password* ••••••
- C. Confirm Password* Enter the same password in this field: Password*
- **D. First Name* and Last Name*** Your First and Last Name should be your legal name. Enter your First and Last Name in the fields below.

First Name *	Homer	
Last Name *	Smith	Ì

E. Position Title * – Enter APD - Customer exactly in this field:

Position Title *	APD - Customer
------------------	----------------

F. Telephone (daytime)* – Enter your telephone number in this field. Please use this format: Example: 777-777-7777

Telephone (daytime) *	777-777-7777
-----------------------	--------------

G. Email* – Enter a valid unique professional or personal email address. If you do not have an e-mail account, use any of the free email systems: Outlook, Gmail, Hotmail or Yahoo, and create an email address:

Email * Ho	omer.Smith123@gmail.com
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H. Confirm Email* – Enter the same email address in this field:

Confirm Email *	Homer.Smith123@gmail.com
-----------------	--------------------------

I. Organization name * – Enter Florida - General in this field. Note the space between Florida and dash and General:

Organization name *	Florida - General	•	
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J.	Department / Division*	 Enter APD - Customer <u>exactly</u> in this 	field:
	Department / Division *	APD - Customer	
К.	Address 1* – Enter you	home street address in this field:	
	Address 1 *	123 Way Home	
L.	Country* – Use the dro States . No abbreviation	b-down menu and select United States. s:	This must read exactly United
	Country *	United States V	
М.	State/Territory* – Use f Florida. No abbreviation	he drop-down menu and select Florida. Is:	This must read <u>exactly</u>
	State / Territory *	Florida 🗸	
N.	City/Township/Town*	- Enter the City name where you live in t	his field:
	City / Township / Town	Tallahassee 💌	
0.	Zip code/Postal code*	- enter your 5-digit zip code in this field:	
	Zip code / Postal code *	32399]

- P. County* Use the drop-down menu and select the county name where you live in this field:

 County*

 Leon
- **Q.** To change your **secret question and answer** use the drop-down menu in the **Question** field, and click on your choice. Enter the new ONE WORD answer, in the **Answer** field:

Please choose your secre	t question and provide a ONE WORD answer.
Question:* Your Fav	orite Place
Answer:* OPQI	
	Your Favorite Place
	Select Question. Best Friend's Last Name
	Favorite Pet's Name Mother's Maiden Name Your Favorite Place Your Favorite Teacher's Last Name
Question:* Favorite	Pet's Name



R. Optional Fields:

If you have a middle name, enter it in the Middle Name field. The other fields are optional:

Optional Fields				
Middle Name	James			
Telephone (evening)				
Daytime Extension				
Pager				
Fax				
Mobile				
Bureau/ Section				
Address 2				
	L	1		

S. Middle Name – Your Middle Name should be your legal name. Enter your Middle Name or Middle Initial in the field:

Middle Name	James	ļ
	James	l

T. Bureau/ Section - Please leave this field blank:

Bureau/ Section	

U. TRAIN Email Options:

It is important for you to stay informed about your TRAIN Florida account and trainings. APD recommends that you choose to receive e-mails from TRAIN Florida.

The email address for TRAIN Florida is **FL_Admin@train.org - These e-mails are not spam.** TRAIN Florida **will not** send spam or share your e-mail information outside of the system. The TRAIN Florida e-mail system sends emails to you regarding your account, course registrations, training plan enrollments, and e-mails from TRAIN Florida APD administrators to communicate important information regarding your trainings.

Leave the check mark in the "I would like to receive emails from TRAIN." This allows the system to send your account creation confirmation to your email address. The next check box is optional:

✓ I would like to receive emails from TRAIN
 □ I would like to receive notifications about the site updates by email.

Write down your Login Name and password, you need this information the next time you log in to TRAIN Florida

Step 6

Check your information. If it is complete and accurate, click the Next Next button at the bottom of the page. The following section will show you how to select your Group assignment.



S	e	С	ti	0	n	3
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How to Select your Group Assignment

As a member of TRAIN, you can participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate account or login. Remember that you will only need **one** (1) TRAIN account for any portals you select.

This section will show you how to select your Group assignment. The correct group assignment provides access to TRAIN Florida APD training information, resources, discussion boards, announcements, and courses.

You should be on the Group Selection page.

Florida TRAIN	5		Welcome Guest! Login
TR\AN Flo	rida	Florida Department of Health's Official Learning Management System	PH
onday, May 15, 2017	<u> </u>		
Home About Help Cor	npetencies		Search by Keyword or Course ID Advanced Search
	are connected and will no portals you select.	tember of TRAIN, you have the opportunity to participate on one or mor t require you to have a separate accounts or logins. Remember that yo nore portals, follow the instructions below.	
		ct Groups" button next to the desired portal, "State Portal", "MRC Portal ol and Prevention) or "∨HA Portal". s within each portal.	" (Medical Reserve Corps), "CDC Portal" (Centers
	The portals and groups yo	ou select will determine what TRAIN content (including courses) you ca	n access.
	Select the state or territor	y in which you work, study, or reside - or select "International".	
	State Portal Select	Groups No Groups Selected Click here!	
	If you are a member of the	e Medical Reserve Corps, then you should select MRC Portal in additio	n to your state.
	MRC Portal Select	Groups No Groups Selected	
	To access additional CDC you should also add the C	CTRAIN (Centers for Disease Control and Prevention) content, and to p DC Portal.	participate in CDC-hosted communities of practice,
	CDC Portal Select	Groups No Groups Selected	
	To access additional Vete	erans Health Administration, Employee Education System content, you	should add the VHA Portal.
	VHA Portal Select	Groups No Groups Selected	
	Note: You must select at I	least one portal.	
	Back Next		

Step 1

Locate the State Portal and click the "Select Group" button'.

Select the state	
State Portal	
	Image 8



Add your TRAIN Florida APD Group Assignment.

You should be on the Select Groups page.

- A. Click on the drop-down arrow, when the menu appears, click on APD Providers.
- B. Next, go directly to the Submit Button, and click the Submit Button.

Florida Plorida	Florida TRAIN	Welcome Guest! Logi
Home About Help Competencies	TRNN Florida	Official Learning Management System
Search by ReyNold of Course ID Search Sear	Jonday, May 15, 2017	\mathbf{V}
Florida	Home About Help Competencies	
APD Providers Click on the drop down arrow and click on APD Providers. Go directly to the Submit Button.	🗐 Select Groups	
APD Providers Click on the drop down arrow and click on APD Providers. Go directly to the Submit Button.	Florida	
DO NOT Select this drop down.		Click on the drop down arrow and click on APD Providers. Go directly to the Submit Button.
Submit	Steller	
Submit Click here!	DO NOT Se	lect this drop down.
Submit Click here!	Submit	
	Click here!	

Step 3

You will return to the Group Selection page. You should see the following under Selected Groups: National/Florida/Agency Providers.

Florida TRAIN	Welcome Guest! Login	
TRNN F	Prida Florida Department of Health's Official Learning Management System	
onday, May 15, 2017		
Home About Help	mpetencies Search by Keyword or Course ID	
	Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select. To participate on one or more portals, follow the instructions below. 1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "VHA Portal". 2. Select your groups within each portal.	
	The portals and groups you select will determine what TRAIN content (including courses) you can access.	
	Select the state or territory in which you work, study, or reside - or select "International". State Portal Select Groups Remove Groups Remove Groups Selected Groups: The selected group will appear here!.	
	If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state. MRC Portal Select Groups No Groups Selected	
	To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal. CDC Portal Select Groups No Groups Selected	
	To access additional Veterans Health Administration, Employee Education System content, you should add the VHA Portal. VHA Portal Select Groups No Groups Selected	
	Note: You must select at least one portal.	
	Back Next Click here!	Image 2

Click the Next button Next at the bottom of the page.



How to add your Profile

This section allows you to add your Professional Role, Work Settings, and Demographic Information in your TRAIN Florida account.

You should be on the Professional Role page.

Step 1

The **Professional Role** screen is the default screen. Check the appropriate Professional Role box.

Florida TRAIN				Welcome Guest! Login
TR N Flori	ida	Florida Department of H Official Learning Manag		PHE
Monday, May 15, 2017	\sim			
Home About Help Compete	encies		Search	by Keyword or Course ID A Advanced Search
PI	lease take a minute to review all rol	es before making your selection.		
	lease select up to three (3) Professi the "Other" option is selected, plea		rofession, and select Specializ	ation where available.
	Professional Role	Val	lue	
	Allied Health Professional	Se	elect	~
	Administrator / Director / Manager			
	Administrative Support Staff			
	Animal Control Specialist / Veterin	arian		
	Biostatistician			
	Childcare Provider			
	Communicable Disease / Infection	Control Staff		
	Computer / Information Systems S	pecialist		
	Dental Professional	Se	elect 🗸	
	Emergency Responder	Se	elect	~
	Environmental Health Professiona	l Se	elect	~
	Epidemiologist / Surveillance Staff			
	Finance and Budget Staff			
	Food Services / Facilities Manage	ment Staff / Housekeeper		
	Government Official	Se	elect	~
	Health Educator			
	Human Services Personnel			
	Laboratory Professional / Technic	an		

Step 2

Click the Next button Next at the bottom of the page.





You should be on the Work Settings page. The **Work Setting** screen lists workplace descriptions.

Florida TRAIN					Welcome Guest! Logir
TR:NFIo	rid	Elorida Department of He Official Learning Manage			PHE
Monday, May 15, 2017		\mathbf{V}			
Home About Help Com	petencie	15		Search by Keyword or	r Course ID C Advanced Search
	Please	e select up to three (3) Work Settings that best fit your work environ	ment. Choose Su	bcategories where appl	licable.
		Work Settings	Value		
8		Academic / Educational Institution	Select	\sim	
		Official Public Health Agencies			
Military		Military			
Other Government Agencies (except		Other Government Agencies (except Military)			
		Healthcare Services			~
		Indian Health Service			
		Tribal Health Sites			
		Non-Profit Organization (except Healthcare)			
		Private Industry (except Healthcare)			
Check this box		Other (specify)			
	Back				

Image 13

Step 4

Check the box next to the Other (specify).

Step 5

In the blank field, enter the information that best fit your work environment: Student, EMT, etc.

Step 6

Click the Next button Next at the bottom of the page.



Step 7

You should be on the Demographic Information page.

The **Demographic Information** screen and the information it requests **is optional**. While the information will be useful for APD reporting, it is not required. You may fill out as many or as few of the fields as you choose.



Image 15

Florida TRAIN			Welcome Guest! Login
TR N Flo	rida	Florida Department of Health's Official Learning Management System	PME
Monday, May 15, 2017	\sim		
Home About Help Com	petencies		Search by Keyword or Course ID Advanced Search
8	Please select appropriate demographic	nformation (optional).	
8	Demographic Information	Value	
	Education level (highest attained)	Select	~
8	Sex	Select V	
8	Ethnicity	Select V	
	Race	Select V	
	Birth Date	(Format: MM/DD/YYYY)	
8	Primary Language	Select V	
	Secondary Language	Select V	
	Back Next Click	lext	

Step 8

Click the Next button Next at the bottom of the page.

Back Next Click here!	Image 16
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Step 9

You should be on the FEMA Student ID Number page.

The **FEMA** screen and the information it requests **is not required**.

Florida TRAIN			Welcome Guest! Login
TR N Flo	rida	Florida Department of Health's Official Learning Management System	PMF
Monday, May 15, 2017	\sim		
Home About Help Com	petencies		Search by Keyword or Course ID
8	If you have a FEMA Student ID Number p	lease enter it in the field below.	
	FEMA Student ID Number	Value	
8	FEMA Student ID Number		
		ext	

Step 10

Click the Next button Next at the bottom of the page.





You should be on the Professional License page.

The **Professional License** screen and the information it requests **is optional**. Complete this page only if you have an ID number for one or more of the fields.

				_
Florida TRAIN	5			Welcome Guest! Login
TR N Flo	rida	Florida Department of Health's Official Learning Management System	1	PH
Monday, May 15, 2017	\checkmark			
Home About Help Con	npetencies		Search by Keyword or Course	e ID A Advanced Search
	Please enter the appropriate info	ormation (optional)		
	Professional License	Value		
	AAA Academy ID Number			
	ASHA Account Number			
	NABP e-profile ID Number			
	Back Next	Click Next		
Step 12				Image 18
Click the Next but	tton Next at the h	pottom of the page.		
		bollom of the page.		
Back Next 1	Clic	k here! Image 19		

Step 13

Davin

You should be on the Professional License Number page.

The screen default answer is "NO"

If you have a Professional License number, click the radio button next to Yes and click the next button. If you do not have a Professional License number, click the next button.

Florida TRAIN		v	Velcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management System		PHE
Monday, May 15, 2017 V Home About Help Competencies		Search by Keyword or Course I	D A Advanced Search
Do you hold a Professional License Nur Yes No Back Next	mber?*		
Step 14			Image 20
•	om of the page.		
Back Next Click he	Image 21		



You should be on the User Attribute Primary Selection page.

N Florida Department of Health's Official Learning Management System
t Help Competencies
ribute Primary Selection
ected more than one professional role and/or work setting as listed below. e which of these selections represents your professional role and/or work
e which of these selections represents your professional role and/or work
ne Primary Attribute
-Select-
Click the Continue button
Sick the Continue Batton

Step 16

Use the drop-down and select your primary attribute, and then, click the Continue button.

· · ·			
Continue	Click the Continue button	Image 23	

Step 17

You should be on the Account Creation Conformation page.

Your account has been created!

Florida TRAIN		Welcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management System	PHI
Monday, May 15, 2017	\sim	
Home About Help Competencies		Search by Keyword or Course ID
Hello, Homer		
Your NEW ACCOUNT ha Click on Continue button		
	RAIN, you must confirm your email account. An email has been sent and paste the link in that message.	to you from the TRAIN system. Please open this
Continue	Click Continue	Image
Continue	1	

To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message.

The e-mail address for TRAIN Florida is **FL_Admin@train.org - These e-mails are not spam.** TRAIN Florida **will not** send spam or share your e-mail information outside of the system. **Note:** The TRAIN Florida e-mail system sent an email to you regarding your account. Please check your email <u>Junk</u> <u>inbox</u>.

Step 17

Click the Continue button.

Continue Click the Continue button Image 25



How to manage your TRAIN Florida Home page

You should be on your TRAIN Florida Home page.

How to manage your TRAIN Florida Home page.

The link below is a document that will help you learn how to navigate and manage your TRAIN Florida Home page. Please click on the link below, and review this document before using the TRAIN Florida system.

How to Navigate TRAIN Florida

We also encourage you to visit the <u>APD Training Portal</u> web page. The web page is the main source of support information for TRAIN Florida. It hosts multiple resources designed to help you learn how to navigate and manage your learning in TRAIN Florida.

If you have any questions about your TRAIN Florida account, or the process for retrieving your TRAIN Florida login information, please contact the TRAIN Florida APD Support Team by email to apd.Imssupport@apdcares.org

a TRAIN	500			Welcome Homer! My Account Logoff
R N Florida		Florida Departm Official Learning	nent of Health's g Management System	PHE
lay, May 15, 2017	\sim			
lome Calendar Competency Assessn	nent Resources Discussion	ns Help	Search b	y Keyword or Course ID A Advanced Search
nnouncements			Homer's Dashboard	
4 <u>Back</u>	Pause	<u>Next</u> ►	+ My Action Items	Click to Expand
Upcoming Events for the next 2 months	s		+ My Learning	
+ Upcoming Events		Click to Expand	+ My Certificates	
			+ My Training Plans	
APD - Direct Care Core Competencies - We do apologize for the inconvenience that			_	
There was an administrative error on the o	course certificate expiration date	e. The error has	H My Surveys	
been corrected.			+ My Links	
Training certificates are now available for				
the APD - Direct Care Core Competencies	s course, taken between 1/31/2	017 and 2/16/2017.	Locate the Test and Evaluation	
		017 and 2/16/2017.	Locate the Test and Evaluation Course Completion Assessment and Eval Course Completion Assessment and Eval	
Please check your TRAIN Florida – My Ce It is our pleasure to serve you!		017 and 2/16/2017.	Course Completion Assessment and Eval	uation - Self-Pace
Please check your TRAIN Florida - My Ce	ertificates.		Course Completion Assessment and Eval Course Completion Assessment and Eval	uation - Self-Pace Florida Learners! oke educational program that offers tools vrices (EMS) personnel and trainers. The
Please check your TRAIN Florida – My Ce It is our pleasure to serve you!	ertificates. forward to serving you again in	the future.	Course Completion Assessment and Eval Course Completion Assessment and Eval EMS4Stroke LMS Available for TRAIN I The EMS4Stroke web page is a FREE str and resources for Emergency Medical 8e site provides a one-stop-shop for <u>Stroke A</u> The EMS4Stroke Learning Management 1	uation - Self-Pace Forida Learners! oke educational program that offers tools vrices (EMS) personnel and trainers. The wareness for Healthcare Professionals. System (LMS).
Please check your TRAIN Florida – My Ce It is our pleasure to serve you! Thank you for your patience, and we look	ertificates. forward to serving you again in	the future.	Course Completion Assessment and Eval Course Completion Assessment and Eval EMS4Stroke LMS Available for TRAIN I The EMS4Stroke web page is a FREE str and resources for Emergency Medical Se site provides a one-stop-shop for <u>Stroke A</u>	uation - Self-Pace Florida Learners! Noke educational program that offers tools vices (EMS) personnel and trainers. The wareness for Healthcare Professionals. System (LMS). Stroke Courses in TRAIN Florida.
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Please check your TRAIN Florida – My Ce It is our pleasure to serve you! Thank you for your patience, and we look APD- Do not contact the Public Health I Hello APD Learners! Please do not contact the Public Health F	artificates. forward to serving you again in Foundation, or the Florida De Foundation (PHF), or the Florida	the future.	Course Completion Assessment and Eval Course Completion Assessment and Eval EMS4 Stroke LMS Available for TRAIN 1 The EMS4Stroke web page is a FREE str and resources for Emergency Medical 8s site provides a one-stop-shop for <u>Stroke A</u> The EMS4Stroke Learning Management Please review the <u>How to Manage EMS4</u> for help on how to access the EMS LMS, Manage TRAIN Florida: Knowledge, TRAIN Florida Enome Chentation and G TRAIN Florida Knowledge Center	uation - Self-Pace Iorida Learners! loke educational program that offers tools vivces (EMS) personnel and trainers. The wareness for Healthcare Professionals. System (LMS). System (LMS). Resources, and Tutorials uide
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Please do not contact the Public Health Foundation (PHF) or the Florida Department of Health regarding TRAIN Florida.



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Section 6

How to locate and register for the APD Required Courses

How to locate the APD Required Courses.

The link below is a document that will help you to locate and register for the APD Required courses. **Please click on the link below, and review this document before using the TRAIN Florida system.**

How to Locate TRAIN Florida APD Courses

The best way to find the APD Required courses:

 To locate APD courses only, enter <u>APD</u> into the Keyword or Course ID search field, and click the search icon button to the right of the field.

Florida TRAIN		Welcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management System	PHF
Wednesday, February 03, 2016	∇	
Home About Help Competencies	APD	Advanced Search

• After you click the search icon, the **Course Search** page will appear.

Below is a list of the APD Required courses. The <u>How to Locate TRAIN Florida APD Courses</u> document will show you how to **register** for the courses:

- 1. APD TRAIN Florida Provider/Customer Learner Orientation
- 2. APD Direct Care Core Competencies (DCCC)
- 3. APD Zero Tolerance A Statewide Initiative
- 4. APD Health Insurance Portability and Accountability Act (HIPAA)

All new TRAIN Florida APD Learners are required to complete the TRAIN Florida APD Learner Orientation course. **Please register and complete this course before taking the APD Required courses.** A certificate is provided upon completion of this useful course.

Section 7

How to manage the APD Required Courses

How to manage the APD Required Courses

The link below is a presentation that will help you launch a course and complete the Assessment (Test) for the APD Required courses. Please click on the link below, and review the presentation before you try to launch and complete a course.

How to Complete a Blended Learning Course - Guide



Managing the APD Required Courses – Course Instructions.

Upon completing the course registration, the TRAIN Florida system will email the course instructions to you. Please check your email <u>Junk inbox</u>.

Please click on the links below; review and follow the course instructions before you try to launch the course, complete the course, and completing the Assessment (Test).

- 1. APD Direct Care Core Competencies (DCCC) <u>Course Instructions</u>
- 2. APD Zero Tolerance A Statewide Initiative Course Instructions
- 3. APD Health Insurance Portability and Accountability Act (HIPAA) Course Instructions

The course instructions will help you to launch a course, complete the course, and complete the Assessment (Test).

Note:

If you have any problems registering, launching or completing a course, **please** do not withdraw and reregister for the course, instead, please contact the TRAIN Florida APD Support Team via email to apd.Imssupport@apdcares.org

Section 8

How to email or print your Transcript

How to email or print your Transcript.

When you have completed the APD Required courses. You can email or print your TRAIN Florida Transcript. The following courses should appear on your transcript:

- 1. APD Direct Care Core Competencies (DCCC)
- 2. APD Zero Tolerance A Statewide Initiative
- 3. APD Health Insurance Portability and Accountability Act (HIPAA)

The links below will help you locate, email or print your TRAIN Florida Transcript.

- How to Manage My Dashboard
- How to Manage TRAIN Transcripts Guide

If you have any questions about your TRAIN Florida Dashboard or Transcript, please do not to contact the Public Health Foundation (PHF) or the Florida Department of Health (DOH) regarding TRAIN Florida - (This will delay the hiring process). Instead, send an email to

apd.Imssupport@apdcares.org Subject: Florida – General Learner. *Priority High.* You must include your first and last name, email address and the TRAIN Florida Login Name in the body of the email.



Section 10

Retrieving your Password

If you currently have a TRAIN Florida account and forgot your login name and/or password, the process to retrieve your information has changed. Please review the link below to help you with this new process:

Learner Login Instructions

If you have problems with your login, **please do not create a learner account**, instead, send an email to <u>apd.lmssupport@apdcares.org</u>

Whom to contact for questions and problem solutions

Image 28

APD Technical Support and Communication

We are just an email away!

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apd.lmssupport@apdcares.org.



As a TRAIN Florida APD learner, I promise not to contact the Florida Department of Health or the Public Health Foundation for assistance. Thank you for supporting TRAIN Florida APD.