

TRAIN Florida – APD

How to Create your TRAIN Florida APD Learner Account:

APD Independent Contractor



The Premier Online Learning Resource for APD Professionals

TRAIN Florida

Hello APD Learners!

Stay up-to-date with the latest TRAIN Florida – APD News/Alerts/Updates

Get help with managing courses

- Finding Help with TRAIN Florida
 - Learner Accounts
 - Discussion Boards and Resource Center
 - Please do not contact the Public Health Foundation or the Florida Department of Health LMS Support team for support

TRAIN Florida - APD Prepared • On Track • Online Visit us at: Fl.train.org

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

agency for persons with disabilities



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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.Imssupport@apdcares.org Subject: APD Independent Contractor. *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 the APD Independent Contractor. If you are an APD Independent Contractor and currently <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 have a TRAIN Florida account, you can email or print the TRAIN Florida Transcript <u>Instructions</u> (view the <u>Video</u>) for the Agency Provider. If you have a TRAIN Florida account, but do not remember your username or password, <u>click here for instructions to retrieve your login information</u>.

Please do not create a second account.

APD and our partners use the learner 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
- □ Allows the Provider to speed up the hiring process

This document provides instructions on how to create your TRAIN Florida APD Learner account, complete the APD required courses, and email or print the TRAIN Florida Transcript for the Provider.

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





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 System	PHE
Monday, May 15, 2017		
Home About Help Competencies	2	Search by Keyword or Course ID A Advanced Search
Login Name Password		h – It's a New Day in Public Health! Florida the Healthiest State in the
LOGIN	Welcome To Florida TRAIN	
Remember My Login Name and Password Forgot Your Login Name/Password2	Welcome to TRAIN, the premier learning resource for pro service of the Public Health Foundation, www.train.org is p time Affiliate Integrated Network (TRAIN).	
-OR-	If you have an existing TRAIN Florida account - Please en on the left and click Login.	ter your Login Name and Password in the text boxes
CREATE ACCOUNT	Florida Department of Health relate create a new TRAIN learner account	
To add your course to TRAIN: Become a Course Provider	Florida Department of Health TRAIN Florida Partners	TRAIN Florida General Public
TRAIN Florida User Tools	Login Information Join TRAIN Floridal	How to Create an Account
Login/Password Help Tutorial	Managing your Account	Managing your Account
How to Find Help with TRAIN Florida	CONNECTING YOU TO THE CONNEUNITY	
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.

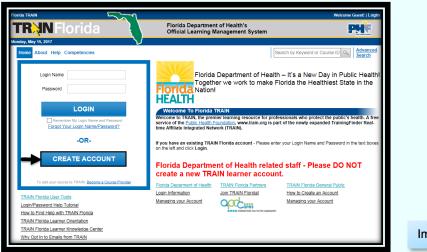
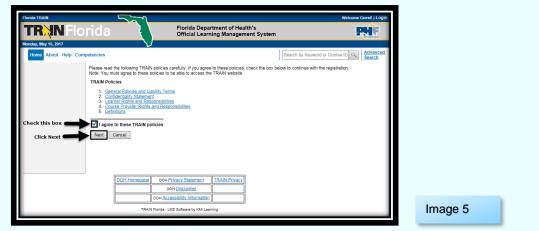


Image 4



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.

Florida TRAIN					Welcome Guesti Login
TR N Flo	orida		orida Department of He ficial Learning Manage		PHE
Monday, May 15, 2017	∇				
Home About Help Co	mpetencies		I		Search by Keyword or Course ID A 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 Independent Contractor		Mobile		
Telephone (daytime) *	777-777-7777		Bureau/ Section Address 2		
Example: (777)777-7777 Email *	Homer.Smith123@gmail.com		Address Z		
Confirm Email *	Homer.Smith123@gmail.com				
Organization name *	APD Providers	•			
Department / Division *	APD Independent Contractor		✓ I would like to receive		
Address 1 *	123 Way Home		I would like to receive	e notifications abo	out the site updates by email.
Country *	United States	~			
State / Territory *	Florida	~			
City / Township / Town	Tallahassee	-			
Zip code / Postal code *					
County *	Leon	•			
Please choose your sect answer. Question * Your Favorite Place Answer * Tallahassee Next	ret question and provide a ONE WOR	D			



.....

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 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. APD does not use nicknames: Enter your First and Last Name in the fields below.

First Name *	Homer
Last Name *	Smith

E. Position Title * – Enter APD Independent Contractor exactly in this field:

Position Title * APD Independent Contractor

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

Telephone (daytime) * 777-7777

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

Email * Homer.Smith123@gmail.com

H. Confirm Email* - Enter the same email address in this field:

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

I. Organization name * – Enter APD Providers in this field. Note the space between APD and Providers:

Organization name * APD Providers



J.	Department /	Division* -	- Enter APD	Independent	Contractor	exactly	in this	field
----	--------------	-------------	-------------	-------------	------------	---------	---------	-------

	Department / Division *	APD Independent Contractor	
K.	Address 1* - Enter your	home street address in this field:	
	Address 1 *	123 Way Home	
L.	Country* – Use the drop States. No abbreviations	o-down menu and select United States.	This must read exactly United
	Country *	United States V	
М.	State/Territory* – Use the Florida. No abbreviation	ne drop-down menu and select Florida. s:	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	e 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 secret	question and provide a ONE WORD answer.
Question:* Your Favo	rite 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 P	et's Name
Answer:* Spot	



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		j		
Fax		j		
Mobile				
Bureau/ Section				
Address 2				
		1		

S. Middle Name – Your Middle Name should be your legal name. APD does not use nick names. Enter your Middle Name or Middle Initial in the field:

Middle Name	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.



Se	cti	on	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.

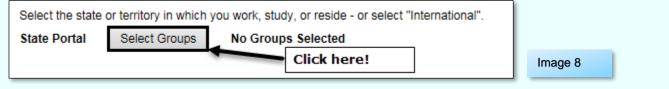
This section will show you how to select your Group assignment. The correct group assignment provides access to TRAIN Florida APD training information, resources, discussion boards, announcements, and courses.

You should be on the Group Selection page.

Florida TRAIN	ليحرج		Welcome Guest! Login
TR N Flo	orida	Florida Department of Health's Official Learning Management System	PHE
Monday, May 15, 2017	\sim]	
Home About Help Co	ompetencies		Search by Keyword or Course ID Advanced Search
	are connected and will not r portals you select. To participate on one or mo	mber of TRAIN, you have the opportunity to participate on one or require you to have a separate accounts or logins. Remember tha ore portals, follow the instructions below. Groups" button next to the desired portal, "State Portal", "MRC Po	t you will only need one TRAIN account for any
		and Prevention) or "VHA Portal".	
	The portals and groups you	a select will determine what TRAIN content (including courses) you	i can access.
	Select the state or territory	in which you work, study, or reside - or select "International".	
	State Portal Select G	No Groups Selected Click here!	
	If you are a member of the	Medical Reserve Corps, then you should select MRC Portal in add	dition to your state.
	MRC Portal Select G	roups No Groups Selected	
	To access additional CDC T you should also add the CE	TRAIN (Centers for Disease Control and Prevention) content, and DC Portal.	to participate in CDC-hosted communities of practice,
	CDC Portal Select G	No Groups Selected	
	To access additional Vetera	ans Health Administration, Employee Education System content, y	ou should add the VHA Portal.
	VHA Portal Select G	No Groups Selected	
	Note: You must select at lea	ast one portal.	
	Back Next		

Step 1

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



7



Add your TRAIN Florida APD Group Assignment.

You should be on the Select Group 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 TRAIN	Welcome Guest!	Login
TR IN Florida	Florida Department of Health's Official Learning Management System	E
Monday, May 15, 2017	\mathbf{V}	
Home About Help Competencies	Search by Keyword or Course ID	r <u>anced</u> rch
Select Groups		
Florida 🗸		
APD Providers	Click on the drop down arrow and click on APD Providers. Go directly to the Submit Button.	ור
Select and a		_
DO NOT Sel	ect this drop down.	
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
TR IN FIC	Prida Florida De Official Le	epartment of Health's earning Management System
Monday, May 15, 2017		
Home About Help Co	mpetencies	Search by Keyword or Course ID Advanced Search
	are connected and will not require you to have a sepai portals you select. To participate on one or more portals, follow the instru	desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers
	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, o State Portal Select Groups Selected Groups: National/Florida/APD Providers	
	If you are a member of the Medical Reserve Corps, th MRC Portal Select Groups No Groups Se	en you should select MRC Portal in addition to your state. Jected
	To access additional CDC TRAIN (Centers for Disease you should also add the CDC Portal. CDC Portal Select Groups No Groups Se	e Control and Prevention) content, and to participate in CDC-hosted communities of practice, slected
	To access additional Veterans Health Administration, VHA Portal Select Groups No Groups Se	Employee Education System content, you should add the VHA Portal. Jected
	Note: You must select at least one portal. Back Next Click here!	Image 10
Step 4		

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 box next to the Human Services Personnel role.

Florida TRAIN	لاستركس	Welcome Guest! Login
TR N Flori	da Florida Department Official Learning Ma	
Monday, May 15, 2017 Home About Help Compete	vncies	Search by Keyword or Course ID Advanced Search
Pl	ease take a minute to review all roles before making your selection	on.
	ease select up to three (3) Professional Roles that best match you the "Other" option is selected, please enter specialization.	ur profession, and select Specialization where available.
	Professional Role	Value
	Allied Health Professional	Select V
	Administrator / Director / Manager	
	Administrative Support Staff	
	Animal Control Specialist / Veterinarian	
	Biostatistician	
	Childcare Provider	
	Communicable Disease / Infection Control Staff	
	Computer / Information Systems Specialist	
	Dental Professional	Select V
	Emergency Responder	Select V
	Environmental Health Professional	Select V
	Epidemiologist / Surveillance Staff	
	Finance and Budget Staff	
	Food Services / Facilities Management Staff / Housekeeper	
	Government Official	Select V
	Health Educator	
Check this box	Human Services Personnel	
	Laboratory Professional / Technician	

Image 11

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! Logi
TR IN Flo	rid	Florida Department of He Official Learning Manage	
Monday, May 15, 2017		\mathbf{V}	
Home About Help Com	petenci	25	Search by Keyword or Course ID Advanced Search
8	Pleas	e select up to three (3) Work Settings that best fit your work environ	nment. Choose Subcategories where applicable.
		Work Settings	Value
		Academic / Educational Institution	Select
Check this box	▶ 🔽	Official Public Health Agencies	State / Territory V
		Military	Click on the drop down arrow and click on State / Territory.
		Other Government Agencies (except Military)	
Check this box		Healthcare Services	Home Care
		Indian Health Service	Click on the drop down arrow and click on Home Care
		Tribal Health Sites	
		Non-Profit Organization (except Healthcare)	
		Private Industry (except Healthcare)	
		Other (specify)	
	Bac	Next Click Next	

Image 13

Step 4

Check the box next to the Official Public Health Agencies. Use the drop-down and select State / Territory.

Step 5

Check the box next to the Healthcare Services. Use the drop-down and select Home Care.

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
TRNN FIO	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
8	Please select appropriate demographic	information (optional).	
	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)	
	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! L0	gin
TR N Flo	rida	Florida Department of Health's Official Learning Management System	PHE	
Monday, May 15, 2017	\sim			
Home About Help Com	petencies		Search by Keyword or Course ID	be
	If you have a FEMA Student ID Numbe	er please enter it in the field below.		
	FEMA Student ID Number	Value		
	FEMA Student ID Number			
	Back Next Click	(Next		

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	500			Welcome Guest! Login
TR N Flo	orida 🏼 🔪	Florida Department of Health's Official Learning Management System		PHIE
Monday, May 15, 2017	\checkmark			
Home About Help Co	ompetencies		Search by Keyword or Course	D 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 bu	Itton Next at the h	pottom of the page.		
		bollom of the page.		
Back Next	Clic	k here! Image 19		

Step 13

Dav

You should be on the Professional License Number page.

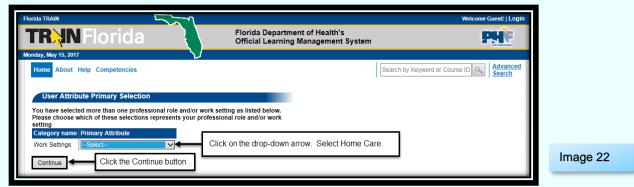
The screen default answer is "NO"

If you have a Professional License number, click the radio button next to <u>Yes</u> 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 N Flo	rida	Florida Department of Health's Official Learning Management System		
Monday, May 15, 2017	\sim		1	
Home About Help Com	petencies		Search by Keyword or Course	D A Advanced Search
	Do you hold a Professional License Num Yes No Back Next	ıber?*		
Step 14				Image 20
Click the Next but	ton <u>Next</u> at the botto	m of the page.		
Back Next	Click he	re! Image 21		



You should be on the User Attribute Primary Selection page.



Step 16

Use the drop-down and select Home Care, and then, click the Continue button.



Step 17

You should be on the Account Creation Conformation page.

Your account has been created!

Florida TRAIN	ليحرج		Welcome Guest! Login	
TR NN F	lorida	Florida Department of Health's Official Learning Management System	, PH	
Monday, May 15, 2017	7			
Home About Help	Competencies		Search by Keyword or Course ID A Advanced Search	
	Hello, Homer			
	Your NEW ACCOUNT has been of Click on Continue button to regist			
		ou must confirm your email account. An email has been se	nt to you from the TRAIN system. Please open this	
	email and click or copy and pas	te the link in that message.		
		k Continue		Image 24

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

Please do not contact the

Public Health Foundation (PHF) or the Florida Department of Health regarding TRAIN Florida. They will not reply to your emails or telephone calls.

da TRAIN				Welcome Home	r! My Account Logofi
RN Florida			nt of Health's Management System		PHE
day, May 15, 2017	\mathbf{V}				·
tome Calendar Competency Assessment	Resources Discussions Help			Search by Keyword or Course	DA Advanced Search
nnouncements			Homer's Dashboard		
4 <u>Back</u> Pa	ause	<u>Next</u> ►	+ My Action Items		Click to Expand
Upcoming Events for the next 2 months			+ My Learning		
Upcoming Events	Click to E	xpand	+ My Certificates		
APD - Direct Care Core Competencies – Cer	rtificates		+ My Training Plans		
We do apologize for the inconvenience that this	s caused.		+ My Surveys		
There was an administrative error on the cours been corrected.	e certificate expiration date. The error	rhas	+ My Links		
Training certificates are now available for Learn the APD - Direct Care Core Competencies cou		16/2017.	Locate the Test and Evaluat		
Please check your TRAIN Florida - My Certifica	ates.			ent and Evaluation - Blended Le ent and Evaluation - Self-Pace	arning Series
It is our pleasure to serve you!					
it to our prodoute to berve your		E	EMS4Stroke LMS Available	for TRAIN Florida Learners!	
Thank you for your patience, and we look forwa	ard to serving you again in the future.	Ĩ	The <u>EMS4Stroke</u> web page is and resources for Emergency	for TRAIN Florida Learners! a FREE stroke educational prog Medical Services (EMS) person for <u>Stroke Awareness for Health</u>	nel and trainers. The
		of Health	The EMS4Stroke web page is and resources for Emergency site provides a one-stop-shop The EMS4Stroke Learning Ma	a FREE stroke educational prog Medical Services (EMS) person for <u>Stroke Awareness for Health</u> anagement System (LMS).	nel and trainers. The care Professionals.
Thank you for your patience, and we look forwa		of Health	The EMS4Stroke web page is and resources for Emergency site provides a one-stop-shop The EMS4Stroke Learning Ma Please review the How to Mar	a FREE stroke educational prog Medical Services (EMS) person for <u>Stroke Awareness for Health</u>	nel and trainers. The acare Professionals. RAIN Florida,
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Thank you for your patience, and we look forwar APD- Do not contact the Public Health Foun Hello APD Learners! Please do not contact the Public Health Found	dation, or the Florida Department (of Health F	The EMS4Stroke web page is and resources for Emergency site provides a one-stop-shop The EMS4Stroke Learning M4 Please review the How to Access the Wanage TRAIN Florida: K ITRAIN Florida: K ITRAIN Florida: K	a FREE stroke educational prog Medical Services (EMS) person for <u>Stroke Awareness for Health</u> magement system (LMS), made EMS4Stroke Courses in TF EMS LMS, create an account an howledge , Resources, and T ation and <u>Guide</u> nter	nel and trainers. The <u>icare Professionals</u> . RAIN Florida, id locate courses.
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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	PHE
Wednesday, February 03, 2016		
Home About Help Competencies	APD	Advanced Search
4		-

• 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 for the provider. 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 They will not reply to your emails or telephone calls. - (This will delay the hiring process). Instead, send an email to apd.Imssupport@apdcares.org Subject: APD Independent Contractor. *Priority High.* You must include your first and last name, email address and the TRAIN Florida Login Name in the body of the email.



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**, **(This will delay the hiring process)**, instead, send an email to <u>apd.lmssupport@apdcares.org</u>

Section 10

Whom to contact for questions and problem solutions

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.



Image 28

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.