

TRAIN Florida – APD

How to Create your TRAIN Florida APD Learner Account:

APD Provider – Prospective Employee

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. Instead, send an email to apd.lmssupport@apdcares.org Subject: Prospective Employee. 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! "This could slow down the hiring process"



Introduction

The TRAIN Florida APD LMS Support team has implemented the account creation process for the Prospective employee. If you are an applicant waiting to be hired by an APD Provider and currently <u>do</u> <u>not</u> have a TRAIN Florida account, please read and carefully follow the <u>instructions</u> for creating a TRAIN Florida account.

If you have a TRAIN Florida account, please contact the APD Provider.

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



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.



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 o Official Learning Man	of Health's nagement System	PHE
Monday, May 15, 2017			
Home About Help Competencies		Sei	arch by Keyword or Course ID A Advanced Search
Login Name Password	Florida De Together Florida Nation!	epartment of Health we work to make Fl	– It's a New Day in Public Health! orida the Healthiest State in the
LOGIN	Welcome To Florida TRA	AIN	
Remember My Login Name and Password Forgot Your Login Name/Password2	Welcome to TRAIN, the premier service of the <u>Public Health Foun</u> time Affiliate Integrated Network	learning resource for profes ndation, www.train.org is part k (TRAIN).	sionals who protect the public's health. A free of the newly expanded TrainingFinder Real-
-OR-	If you have an existing TRAIN FI on the left and click Login.	lorida account - Please enter	your Login Name and Password in the text boxes
CREATE ACCOUNT	Florida Department create a new TRAIN	t of Health related V learner account	i staff - Please DO NOT
To add your course to TRAIN: Become a Course Provider	Florida Deparment of Health T	FRAIN Florida Partners	TRAIN Florida General Public
TRAIN Florida User Tools	Login Information J	Ioin TRAIN Floridal	How to Create an Account
Login/Password Help Tutorial	Managing your Account	OCC area	Managing your Account
How to Find Help with TRAIN Florida		CONNECTING YOU TO THE COMMUNITY	
TRAIN Florida Learner Orientation			
TRAIN Florida Learner Knowledge Center			
Why Upt 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.



Ima	age	4
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Image 3



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.

TRAN Florida Florida Department of Health's Official Learning Management System
onday, May 15, 2017 V
Home About Help Competencies Search by Keyword or Course ID Advance Search by Keyword or Course ID Advance
Required Fields 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 * Provider-Perspective-Employee Mobile
Telephone (daytime)* 777-77777 Bureau/ Section Provider-Perspective-Employee
Example: (77)777-7777 Address 2 Address 2 Consult: Address 2
Email * Homer Smith123@mail.com
Committee Commit
Organization indicator i Provide-Perspective-Employee ✓ I would like to receive emails from TRAIN
Address 1 123 Way Home
Country* United States V
State / Erritory * Florida V
City / Township / Town * Tallahassee
Zip code / Postal code * 32399
County* Leon 💌
Please choose your secret question and provide a ONE WORD answer. Question * Your Favorite Place Answer * Tallahassee
Nevt
NGA .

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 fields:
 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 Provider-Prospective-Employee exactly in this field:

Position Title * Provider-Perspective-Employee

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



G. Email* – Enter a valid 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 *	Homer.Smith123@gmail.com
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 Florida – General in this field. Note the space, dash, space between Florida and General:

Organization name * Florida - General *



J. Department / Division* - Enter Provider-Prospective-Employee exactly in this field:

Department / Division * Provider-Perspective-Employee

- K. Address 1* Enter your home street address in this field: Address 1* 123 Way Home
- L. Country* Use the drop-down menu and select United States. This must read <u>exactly</u> United States. No abbreviations:

Country	Country *	United States	~
---------	-----------	---------------	---

M. State/Territory* – Use the drop-down menu and select Florida. This must read <u>exactly</u> Florida. No abbreviations:

State / Territory *

ritory * Florida 🗸 🗸

N. City/Township/Town* - Enter the City name where you live in this field:

City / Township / Town * Tallahassee

O. 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:





R. Optional Fields:

If you have a middle name, enter it in the Middle Name field. Next, enter Provider-Prospective-Employee **<u>exactly</u>** in the Bureau/ Section field. The other fields are optional:

Optional Fields		
Middle Name	James	-
Telephone (evening)		
Daytime Extension		
Pager		
Fax		-
Mobile		
Bureau/ Section	Provider-Perspective-Employee	
Address 2		

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	
	vanico	

T. Bureau/ Section - Enter Provider-Prospective-Employee exactly in this field:

Bureau/ Section Provider-Perspective-Employee

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 button with 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	Welcome Guest! Login	
TR IN Florida	Florida Department of Health's Official Learning Management System	
Monday, May 15, 2017		
Home About Help Competencies	Search by Keyword or Course ID Advanced Search	
Group Select are connected portals you se To participate	ion: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any lect. on one or more portals, follow the instructions below.	
for Dis 2. Select	select or device a de	
The portais ar	id groups you select will determine what TRAIN content (including courses) you can access.	
State Portal	Select Groups No Groups Selected	
If you are a m	ember of the Medical Reserve Coros, then you should select MRC Portal in addition to your state.	
MRC Portal	Select Groups No Groups Selected	
To access add you should als	sitional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, to add the CDC Portal.	
CDC Portal	Select Groups No Groups Selected	
To access add	itional Veterans Health Administration, Employee Education System content, you should add the VHA Portal.	
VHA Portal	Select Groups No Groups Selected	
Note: You mu		
	si select at least one portai.	luce of
Back Next		Ima

Step 1

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

Select the state	or territory in which	you work, study, or reside - or select "International".		
State Portal	Select Groups	No Groups Selected		
		Click here!	Image 8	



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 Gues	et! Login
TR IN Florida	Florida Department of Health's Official Learning Management System	1
Monday, May 15, 2017	∇	
Home About Help Competencies	Search by Keyword or Course ID	arch
Select Groups		
Florida		
APD Providers	Click on the drop down arrow and click on APD Providers. Go directly to the Submit Button.	
Selon Million V		_
DO NOT Sel	lect 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! Log
TRANFLORIDA Florida Plorida Department of Health's Official Learning Management System
onday, May 15, 2017 V
Home About Help Competencies Search by Keyword or Course ID Q
 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. 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". 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 Select Groups: Remove Groups Select 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!
itep 4



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	لاستركى		Welcome Guest! Login
TRN Flo	rida Florida Departme Official Learning I	nt of Health's Management System	PHE
Monday, May 15, 2017 Home About Help Com	vetencies		Search by Keyword or Course ID
	Please take a minute to review all roles before making your selection	tion.	
	Please select up to three (3) Professional Roles that best match If the "Other" option is selected, please enter specialization.	your profession, and select	Specialization where available.
	Professional Role	Value	
	Allied Health Professional	Select	~
	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	×
	Emergency Responder	Select	×
	Environmental Health Professional	Select	~
	Epidemiologist / Surveillance Staff		
	Finance and Budget Staff		
	Food Services / Facilities Management Staff / Housekeeper		
	Government Official	Select	~
	Health Educator		
Check this box	Human Services Personnel		
	Laboratory Professional / Technician		

Image 11

Step 2





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

Florida TRAIN				Welcome Guest	! Logir
TR N Flor	rid	Florida Department of He Official Learning Manage	ealth's ment System	PN	E
Monday, May 15, 2017		∇			
Home About Help Comp	etencie	25	5	Search by Keyword or Course ID A Sea	<u>vanced</u> irch
	Please	e select up to three (3) Work Settings that best fit your work environ	ment. Choose Subca	ategories where applicable.	
		Work Settings	Value		
		Academic / Educational Institution	Select	~	
Check this box	V	Official Public Health Agencies	State / Territory 🗸	—	
		Military	Click on the drop d	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 de	lown arrow and click on Home Care	
		Tribal Health Sites			
		Non-Profit Organization (except Healthcare)			
		Private Industry (except Healthcare)			
		Other (specify)			
	Back	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
TR N Flo	rida	Florida Department o Official Learning Mar	f Health's agement System		HÈ
Monday, May 15, 2017	\sim				
Home About Help Com	petencies			Search by Keyword or Course ID	Advanced Search
	Please select appropriate demographic	information (optional).			
	Demographic Information	Value			
	Education level (highest attained)	Select		~	
	Sex	Select 🗸			
	Ethnicity	Select	~		
	Race	Select	~		
	Birth Date		(Format: MM/DD/YYYY)		
	Primary Language	Select V			
	Secondary Language	Select 🗸			
	Back Next Click	Vext			
	Secondary Language	Select V			

Step 8

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



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	PHE
Monday, May 15, 2017	\sim		
Home About Help Com	petencies		Search by Keyword or Course ID
	If you have a FEMA Student ID Numb	er please enter it in the field below.	
	FEMA Student ID Number	Value	
	FEMA Student ID Number		
	Back Next Clic	k Next	

Step 10





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		Welcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management System	PH
Monday, May 15, 2017		
Home About Help Competencies		Search by Keyword or Course ID A Advanced Search
Please enter the appropriate informati	ion (optional)	
Professional License	Value	
AAA Academy ID Number		
ASHA Account Number		
NABP e-profile ID Number		
	k Next	
Step 12		Image 18
Next button Next of the bett	om of the nega	

the bottom of the page.



Step 13

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		Welcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management System	m PRE
Monday, May 15, 2017	$\overline{\mathbf{v}}$	
Home About Help Competencies		Search by Keyword or Course ID
Do you hold a Prot	essional License Number?*	
⊖Yes		
• No		
Back Next		
Stop 11		Image 20





You should be on the User Attribute Primary Selection page.

Florida TRAIN		Welcome Guest! Login
TR IN Florida	Florida Department of Health's Official Learning Management System	PHI
Monday, May 15, 2017		
Home About Help Competencies	Search by Keyw	ord or Course ID A Advanced Search
User Attribute Primary Selection		
You have selected more than one professional role and/or Please choose which of these selections represents your p	work setting as listed below. professional role and/or work	
setting Category name Primary Attribute		
Work Settings -Select-	Click on the drop-down arrow. Select Home Care.	
Continue Click the Continue button		

Step 16

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

ntinue Click the Continue button Image
Image

Step 17

You should be on the Account Creation Conformation page.

Your account has been created!

Home About Help Competencies Search by Keyword or Course ID Continue Advanced Hello, Homer Your NEW ACCOUNT has been created. Citck on Continue button to register for your course. Search by Keyword or to you from the TRAIN system. Please open this email and citck or copy and paste the link in that message. Continue Click Continue	Florida TRAIN		Welcome Guest! Login
Aday May 15, 2017 Home About Help Competencies Hello, Homer Your NEW ACCOUNT has been created. Click on Continue button to register for your course. 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. Continue Click Continue	TR IN Florida	Florida Department of Health's Official Learning Management System	PHE
Home About Help Competencies Search by Keyword or Course ID Advanced Hello, Homer Your NEW ACCOUNT has been created. Click on Continue button to register for your course. Click on Continue button to register for your course. 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. Continue Click Continue	onday, May 15, 2017		
Hello, Homer Your NEW ACCOUNT has been created. Click on Continue button to register for your course. 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. Continue Click Continue	Home About Help Competencies		Search by Keyword or Course ID
Your NEW ACCOUNT has been created. Click on Continue button to register for your course. 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. Continue Click Continue	Hello, Homer		
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. Continue Click Continue	Your NEW ACCOUNT has been Click on Continue button to regi	r created. ster for your course.	
Continue Click Continue	To receive emails from TRAIN email and click or copy and pa	, you must confirm your email account. An email has been sen aste the link in that message.	t to you from the TRAIN system. Please open this
Continue Click Continue			
	Continue	lick Continue	

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 FIOIIda.				
Florida TRAIN	Welcome Homer! My Account Logoff				
TRUNFlorida Florida Depar	Florida Department of Health's				
Monday, May 15, 2017					
Home Calendar Competency Assessment Resources Discussions Help	Search by Keyword or Course ID Advanced Search				
Announcements	Homer's Dashboard				
ABack Pause Next	My Action Items Click to Expand				
Upcoming Events for the next 2 months	+ My Learning				
Upcoming Events Click to Expand	+ My Certificates				
APD - Direct Care Core Competencies – Certificates	+ My Training Plans				
We do apologize for the inconvenience that this caused.	+ My Surveys				
There was an administrative error on the course certificate expiration date. The error has been corrected.	+ My Links				
Training certificates are now available for Learners who have verified course completion for the APD - Direct Care Core Competencies course, taken between 1/31/2017 and 2/16/2017.	Locate the Test and Evaluation				
Please check your TRAIN Florida – My Certificates.	Course Completion Assessment and Evaluation - Blended Learning Series Course Completion Assessment and Evaluation - Self-Pace				
It is our pleasure to serve you!	EMS4Stroke LMS Available for TRAIN Florida Learners!				
Thank you for your patience, and we look forward to serving you again in the future.	The EMS4Stroke web page is a FREE stroke educational program that offers tools and resources for Emergency Medical Services (EMS) personnel and trainers. The site provides a one-stop-shop for <u>Stroke Awareness for Healthcare Professionals</u> .				
APD- Do not contact the Public Health Foundation, or the Florida Department of Health	The EMS4Stroke Learning Management System (LMS). Please review the <u>How to Manage EMS4Stroke Courses in TRAIN Florida</u> , for help on how to access the EMS LMS, create an account and locate courses. Manage TRAIN Florida: Knowledge, Resources, and Tutorials TRAIN Florida Learner Orientation and Guide				
Hello APD Learners!					
Please do not contact the Public Health Foundation (PHF), or the Florida Department of Health LMS Support team for support.					
Please DO NOT create a new TRAIN Florida account.	TRAIN Florida Knowledge Center				
The <u>TRAIN Florida APD LMS Support Team</u> is your <u>primary support team</u> for TRAIN Florida APD.	TRAIN Florida Administrator Knowledge Center TRAIN Florida Administrator Knowledge Center TRAIN Florida Course Provider Knowledge Center				
As a reminder: If at some point in the future your cannot remember your login name or password, or cannot access TRAIN Florida - Please DO NOT create a new TRAIN Florida account. <u>Slick inter for helip getting your login name and password</u> .	Free Continuing Education Courses in TRAIN Florida Free Continuing Education Courses Not Listed in TRAIN Florida				
If you have difficulty logging in to TRAIN Florida, have a question, need technical assistance or support and cannot find an answer you can contact us via email at and imssupport@andcares.org, and we will respond as soon as possible.					
Thank youl The APD LMS Support Team					



Image 27

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 **Junk inbox**.

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) Course Instructions
- 2. APD Zero Tolerance A Statewide Initiative <u>Course Instructions</u>
- 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 - (This will delay the hiring process). Instead, send an email to

apd.Imssupport@apdcares.org Subject: **Prospective** *Employee. 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 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.