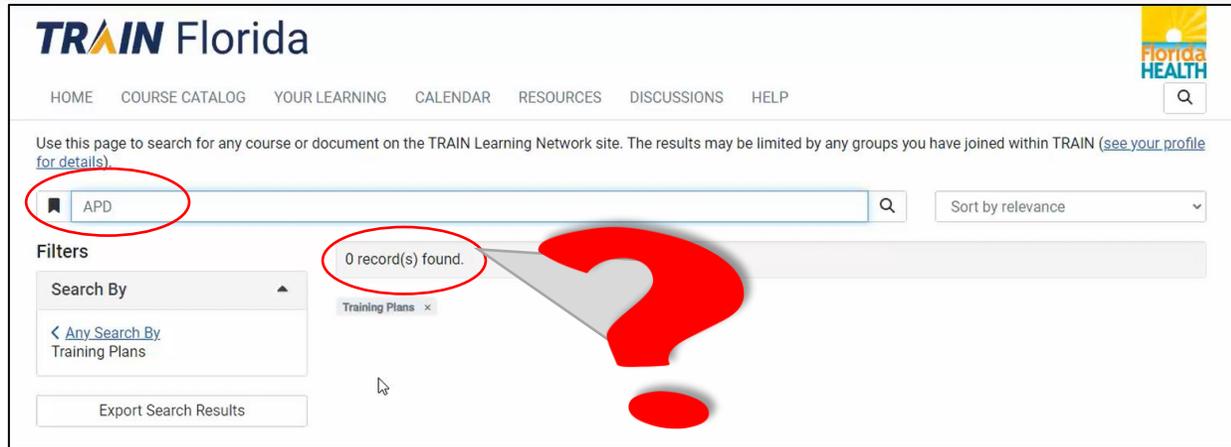
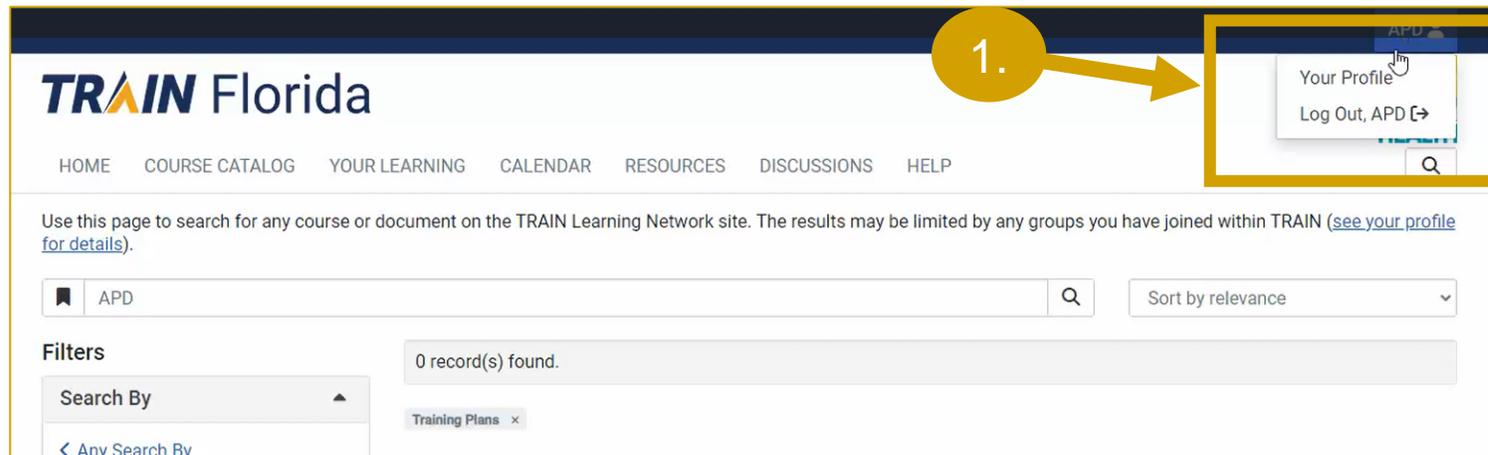


Cannot locate APD course/training plan



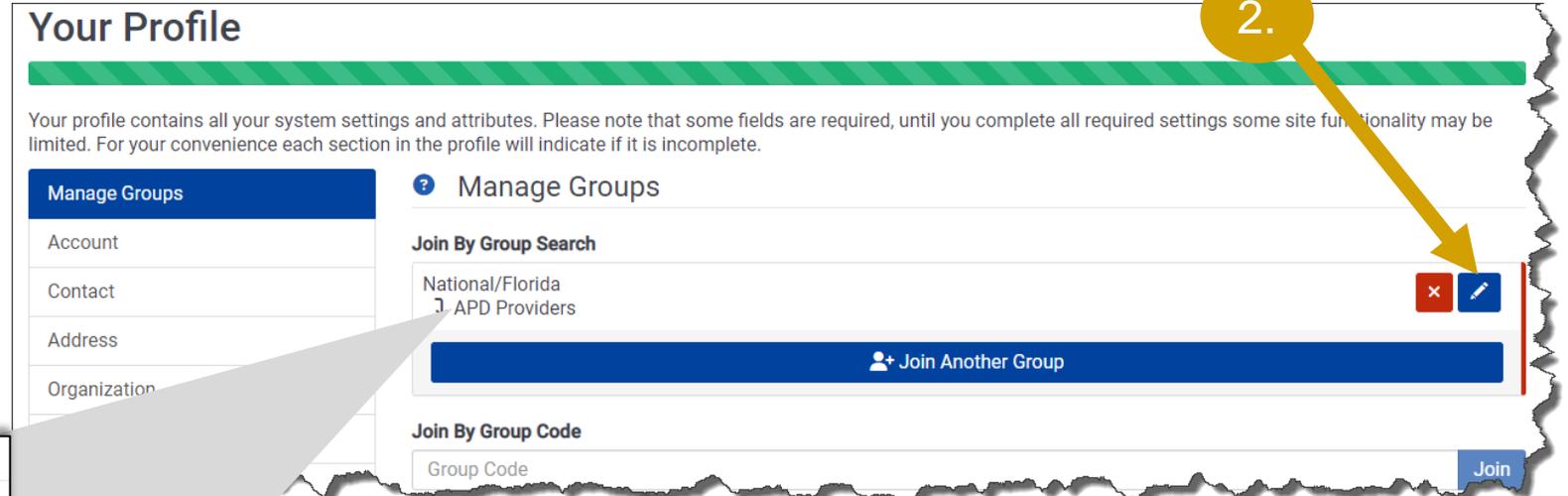
If you type APD into the search field and do not see APD courses listed in the results, you will need to assign yourself to the **APD Providers** group.

1. On the top right corner of your screen, click **Your Profile**.
2. Click the **pencil icon**.
3. Select the **APD Providers link**.
4. Click the **region link** that applies to you.
5. Complete the **Organization information** as shown.
6. Click the **confirm buttons**.



Cannot locate APD course/training plan

2. Click the **pencil icon**.
3. Select the **APD Providers** link.
4. Click the **region** link that applies to you.



Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

- Manage Groups
- Account
- Contact
- Address
- Organization

Manage Groups

Join By Group Search

National/Florida
APD Providers

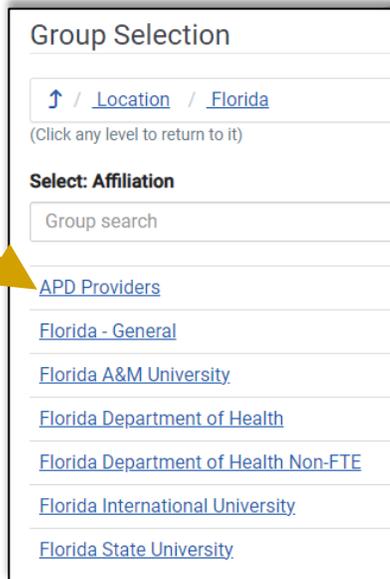
Join Another Group

Join By Group Code

Group Code

Join

2.



Group Selection

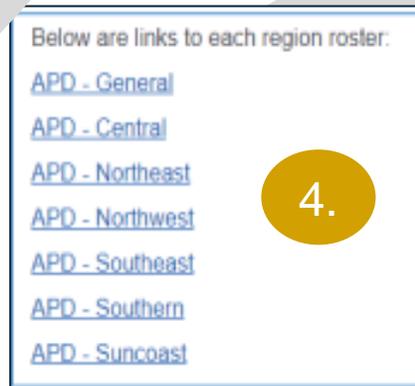
↑ / [Location](#) / [Florida](#)
(Click any level to return to it)

Select: Affiliation

Group search

- [APD Providers](#)
- [Florida - General](#)
- [Florida A&M University](#)
- [Florida Department of Health](#)
- [Florida Department of Health Non-FTE](#)
- [Florida International University](#)
- [Florida State University](#)

3.



Below are links to each region roster:

- [APD - General](#)
- [APD - Central](#)
- [APD - Northeast](#)
- [APD - Northwest](#)
- [APD - Southeast](#)
- [APD - Southern](#)
- [APD - Suncoast](#)

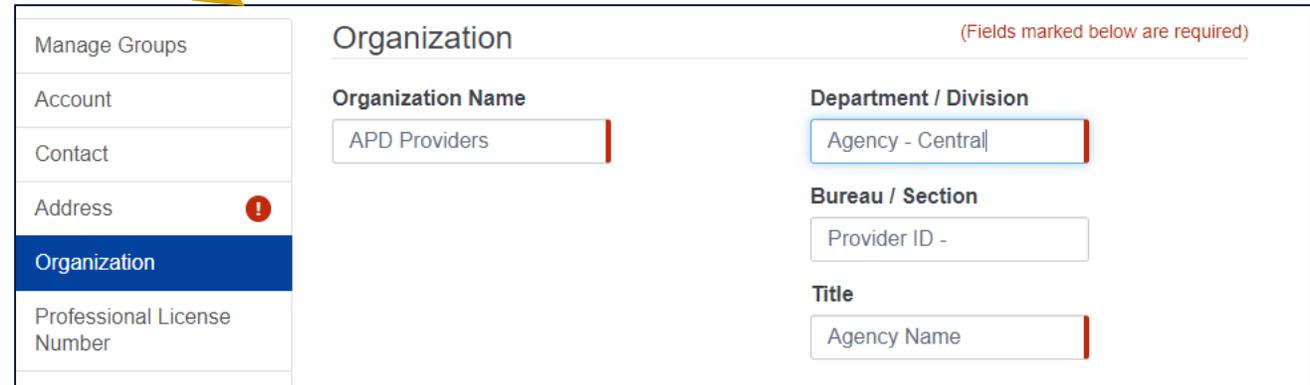
4.

[Next](#)

Cannot locate APD course/training plan

5.

- **Organization Name:** Enter **APD Providers** (Exactly)
- **Department/Division:** Enter Your **Assigned Region** (Example: Agency – Central)
- **Bureau/Section:** Enter agency's **Provider ID Number** (Example: Provider ID – 013086000, Leave blank if you do not have one)
- **Title:** Enter your **Agency Name** (As listed on the Provider Agreement; no abbreviations)



Organization (Fields marked below are required)

Organization Name	Department / Division
APD Providers	Agency - Central
	Bureau / Section
	Provider ID -
	Title
	Agency Name

[Next](#)

Cannot locate APD course/training plan

6.

- Click **Confirm these selections.**

Location / [Florida](#) / [APD Providers](#)
(Click any level to return to it)

✓ Confirm these selections

- Click **Confirm Group Selections.**

National/Florida
↓ APD Providers

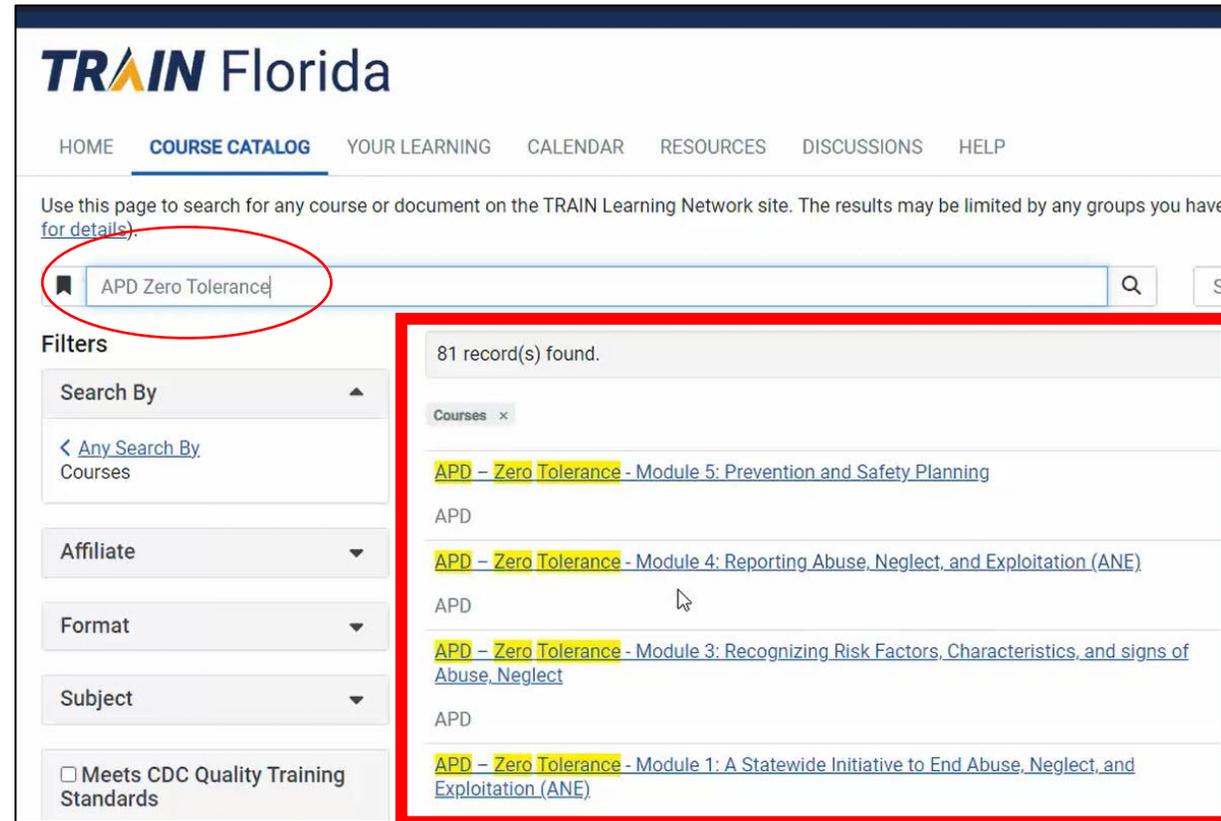
✓ Confirm Group Selections

[Next](#)

APD courses/training plans in the search results

Type your search selection into the **Search** field and then click **Enter** or click on the search icon, 

The search results will now display APD courses/training plans.



The screenshot shows the TRAIN Florida website interface. At the top, the logo 'TRAIN Florida' is displayed. Below it is a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, and HELP. A search instruction reads: 'Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have for details)'. A search input field contains the text 'APD Zero Tolerance' and is circled in red. To the right of the input field is a search icon. Below the search field is a 'Filters' section with dropdown menus for 'Search By', 'Affiliate', 'Format', and 'Subject'. There is also a checkbox for 'Meets CDC Quality Training Standards'. The search results are displayed in a red-bordered box. It shows '81 record(s) found.' and a list of courses. The first three results are highlighted in yellow and are: 'APD - Zero Tolerance - Module 5: Prevention and Safety Planning', 'APD - Zero Tolerance - Module 4: Reporting Abuse, Neglect, and Exploitation (ANE)', and 'APD - Zero Tolerance - Module 3: Recognizing Risk Factors, Characteristics, and signs of Abuse, Neglect'. The fourth result is 'APD - Zero Tolerance - Module 1: A Statewide Initiative to End Abuse, Neglect, and Exploitation (ANE)'. A mouse cursor is visible over the second result.



For questions about your TRAIN Florida Account, contact
APD's TRAIN Florida team at:

apd.lmssupport@apdcare.org