
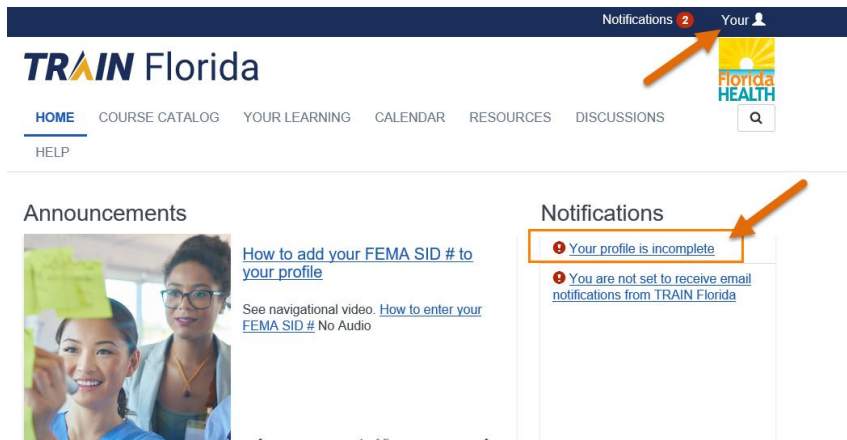


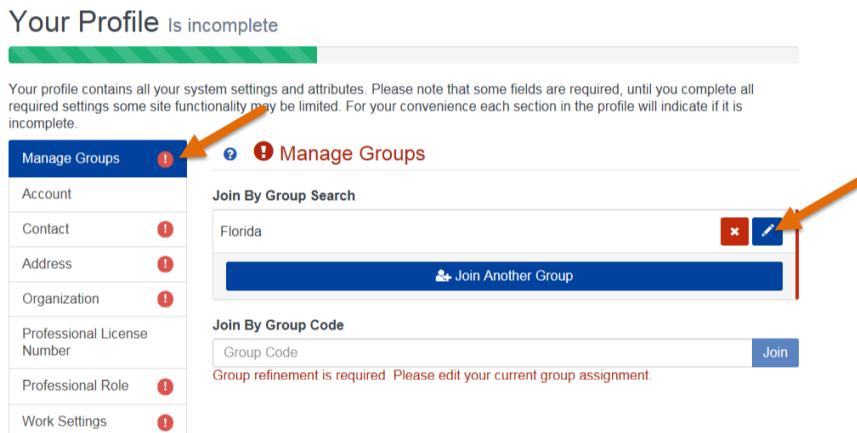
Before You Begin: Do you already have a TRAIN account? If yes, do not create another account. Contact the APD LMS Support Team at apd.lmssupport@apdcares.org if you are not sure. Learners must have only one TRAIN Florida account. Learners with duplicate accounts will be blocked from accessing their TRAIN Florida accounts.

In order to display the Agency for Persons with Disabilities (APD) courses, you will first need to create your profile in TRAIN Florida. It is important that you set APD Providers as your selected group.


1. Go to <https://www.train.org/main/welcome> and sign into your account. If you do not yet have a TRAIN account, you will need to have your agency create one (if you are a staff member) or create an account if you are a non-APD provider. Visit the APD Training Portal for more instructions on TRAIN Florida account creation.
2. On your home page, click the profile icon  beside your name on the top right corner of the page, or you can click the **Your profile is incomplete** link.



3. On the **Your Profile** page, click **Manage Groups** and then do the following:
 - o Click the pencil icon.
 - o Click **APD Providers** and then select **your region**.
 - o Click **Confirm these selections**.
 - o Click **Confirm Group Selections**.
 - o Click **Save**.



Creating Your TRAIN Florida Profile

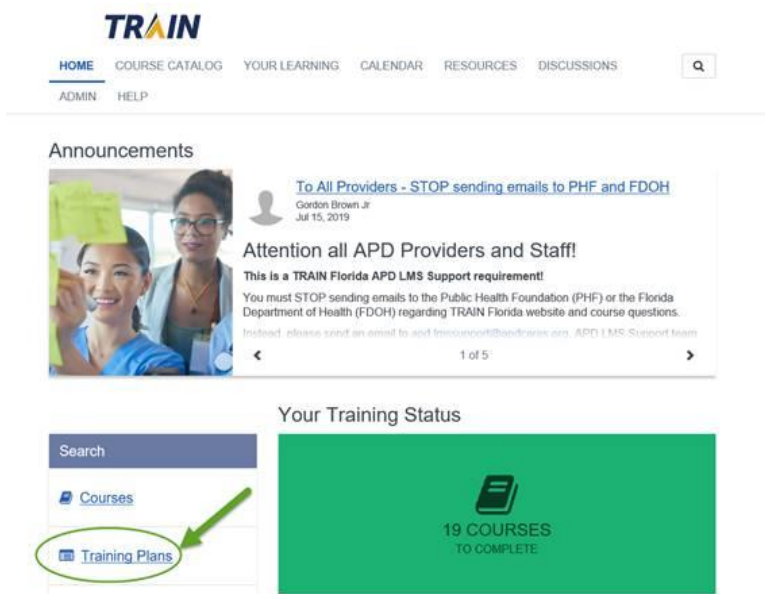
4. On the **Your Profile** page, complete all fields listed on the left menu (you must complete fields marked with an exclamation point ).
5. Click **Save**.
6. Click **Logout**. You will then login with your information.

After you log in to your account:

The following APD courses must be accessed through their respective training plans:

- Direct Care Core Competencies
- Medication Error Prevention and Medication Administration – Annual Update
- Zero Tolerance

1. Scroll down the home page to the **Search** column and click the **Training Plans** link.



TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS ADMIN HELP

Announcements

To All Providers - STOP sending emails to PHF and FDOH
Gordon Brown Jr.
Jul 15, 2019

Attention all APD Providers and Staff!
This is a TRAIN Florida APD LMS Support requirement!
You must STOP sending emails to the Public Health Foundation (PHF) or the Florida Department of Health (FDOH) regarding TRAIN Florida website and course questions.
Instead, please send an email to and.brown@apdfloridatrain.com, APD LMS Support team

1 of 5

Your Training Status

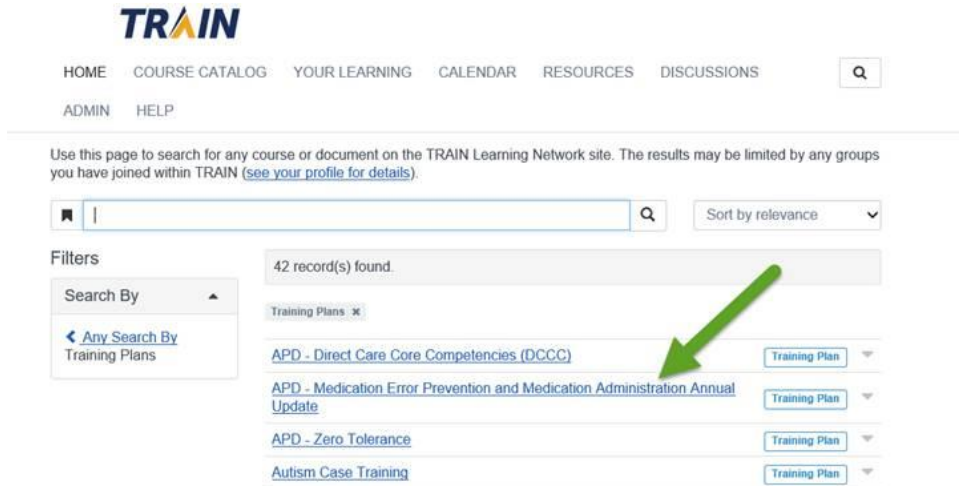
Search

Courses

Training Plans

19 COURSES TO COMPLETE

2. Click the **course name** link.



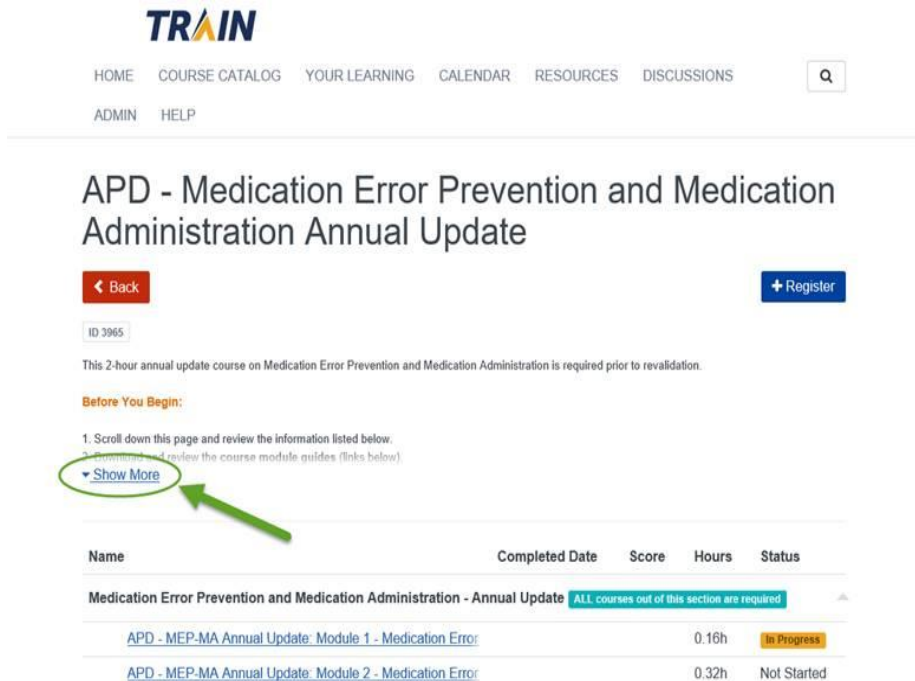
Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN ([see your profile for details](#)).

42 record(s) found.

Training Plans x

- [APD - Direct Care Core Competencies \(DCCC\)](#) Training Plan
- [APD - Medication Error Prevention and Medication Administration Annual Update](#) Training Plan
- [APD - Zero Tolerance](#) Training Plan
- [Autism Case Training](#) Training Plan

3. Click the **Show More** link and read the information provided; download the **Navigation/Instructions** guide (and follow the guide from this point forward).



APD - Medication Error Prevention and Medication Administration Annual Update

[← Back](#) [+ Register](#)

ID 3965

This 2-hour annual update course on Medication Error Prevention and Medication Administration is required prior to revalidation.

Before You Begin:

1. Scroll down this page and review the information listed below.
2. Download and review the course module guides (links below).

[Show More](#)

Name	Completed Date	Score	Hours	Status
Medication Error Prevention and Medication Administration - Annual Update ALL courses out of this section are required				
APD - MEP-MA Annual Update: Module 1 - Medication Error			0.16h	In Progress
APD - MEP-MA Annual Update: Module 2 - Medication Error			0.32h	Not Started

Note: For additional information about APD courses and TRAIN Florida navigation, visit the [APD Training Portal](#).