



TRAIN Florida - Master Training Plan Quick Tips - Appendix II

Training Plan	Assigned	What to Do	Who to Contact
DOH Annual Mandatory Trainings	All DOH Employees	TRAIN Florida Site Administrators will assign all DOH employees to the Training Plan on July 1.	Site Administrator
DOH Mandatory Trainings - New Hires	All DOH New Hires	Upon registration into TRAIN Florida, the DOH Mandatory Training - New Hire Training Plan is immediately assigned to the new hire by the lead administrator or support team.	Lead Administrator Site Administrator Support Administrator
CMS Annual Master Training Plan	All CMS Employees	TRAIN Florida CMS Lead Administrators will assign CMS employees to the Training Plan on July 1.	CMS Lead Administrator CMS Support Administrator
CMS Master Training Plan – New Hires	All CMS New Hires	Upon registration into TRAIN Florida, the CMS Master Training Plan - New Hires Training Plan is immediately assigned to the new hire by the CMS lead administrator or support team.	Lead Administrator Support Administrator
CHD Annual Master Training Plan	All CHD Employees	TRAIN Florida CHD Lead Administrators will assign CHD employees to the Training Plan on July 1.	Lead Administrator Support Administrator
CHD Master Training Plan – New Hires	All CHD New Hires	Upon registration into TRAIN Florida, the CHD Master Training Plan - New Hires Training Plan is immediately assigned to the new hire by the CHD lead administrator or support team.	Lead Administrator Support Administrator
CCOC Program Area Master Training Plans	All DOH Employee in program areas	All local levels program areas shall use the CCOC Program Area Master Training Plans for assigning their employees.	CCOC Lead Administrator Local level Administrator

