

As a Local LMS Administrator, you are responsible for approving and verifying Non-TRAIN courses for learners. You will **NOT** be notified by TRAIN Florida when a learner has added a Non-TRAIN course to their transcripts. However, the [How to Manage Non-TRAIN Courses](#) support document, found on the [Learners Knowledge Center Questions and Answers](#) webpage, does encourage learners to email their LMS Administrators upon course submission.

When the Non-TRAIN Course Details form is completed, the local LMS Administrator will be responsible for reviewing the form, and must approve and verify the course to have it reflect as Verified on the learner's TRAIN transcript.

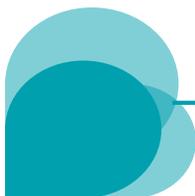
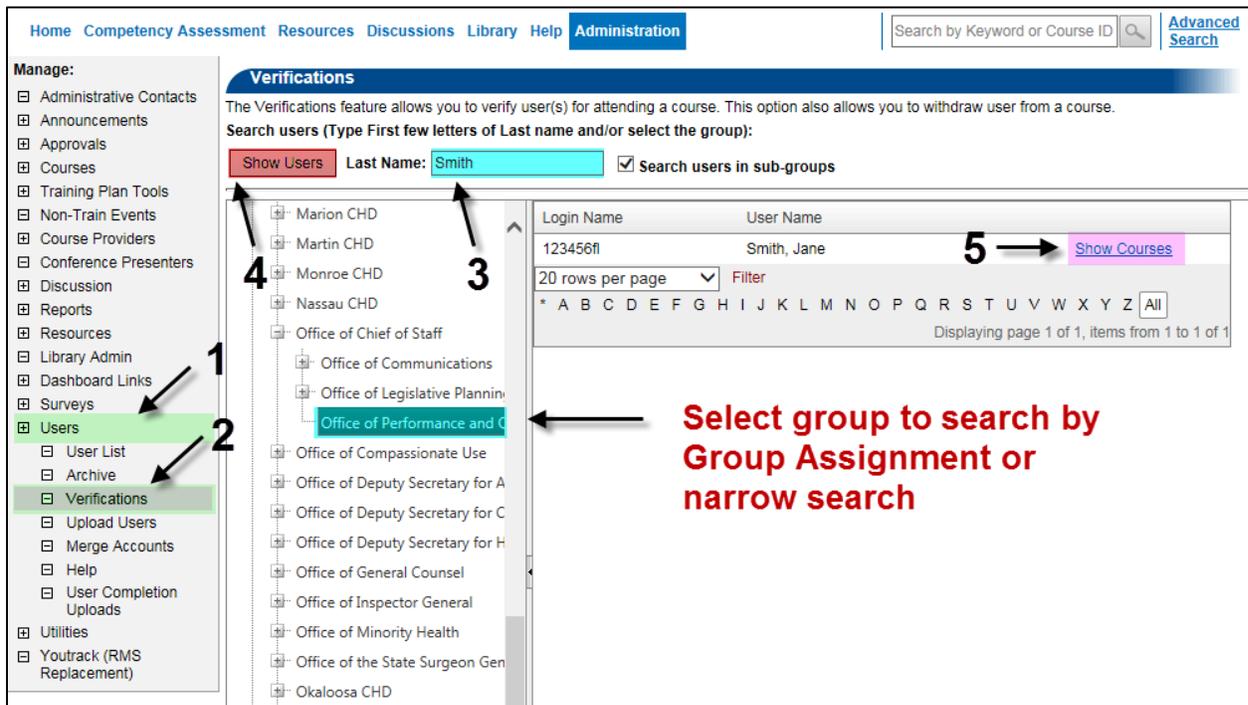
How to Verify a Non-TRAIN Course

Step 1: Login to [TRAIN Florida](#)

Step 2: Click **Administration** in the blue top navigation bar.



Step 3: In the left navigation menu, click **Users (1)** then **Verifications (2)**.



Step 4: Enter the learner's last name in the **Last Name field (3)** then click the **Show Users button (4)**. You can also search by group assignment to help narrow your search.

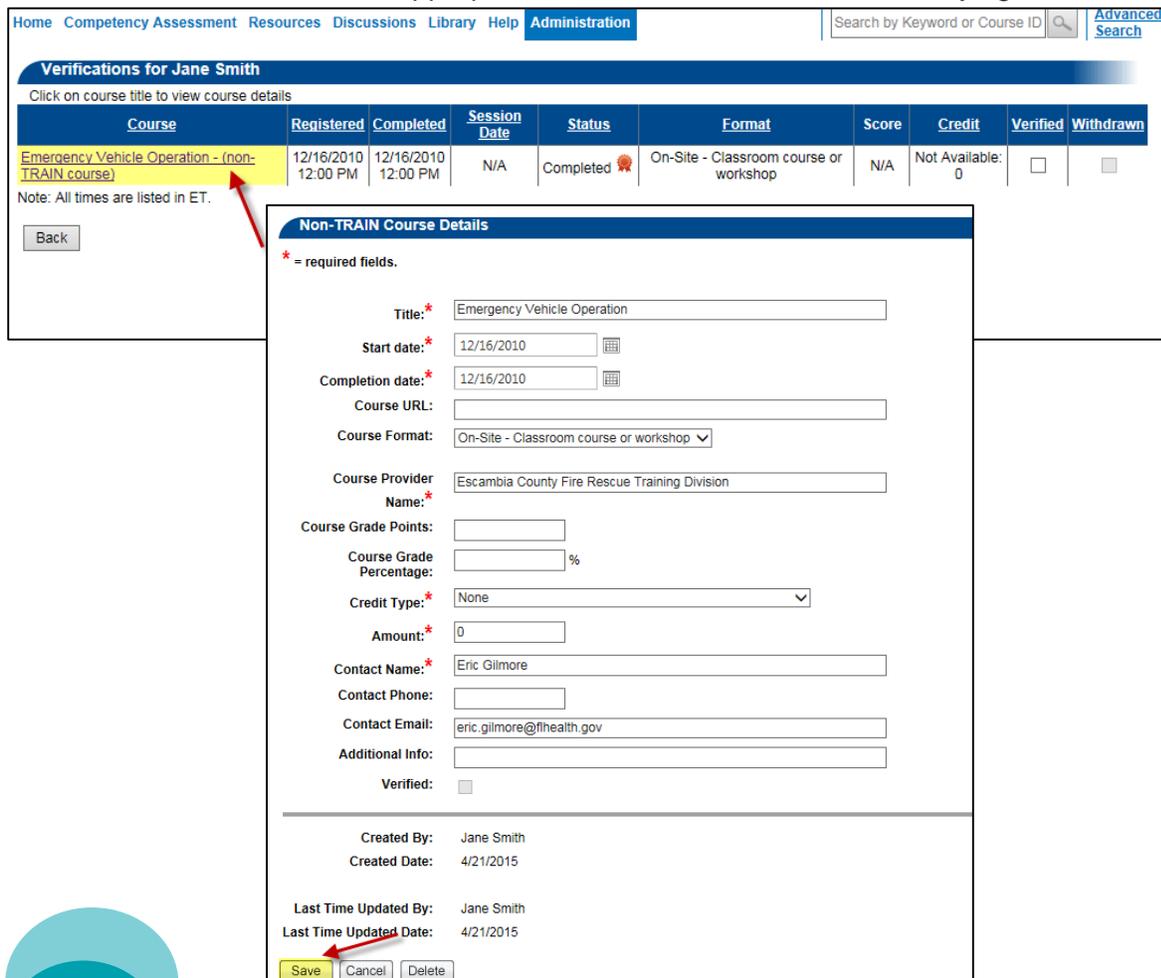
Step 5: Click the **Show Courses** link next to the learner's name **(5)**.

Step 6: Locate the Non-TRAIN course submitted for approval by the learner, it will be labeled as a Non-TRAIN course next to the title. The list will be alphabetized. Click the course title to review the **Non-TRAIN Course Details** form.

As a LMS Administrator, you are authorized to verify all provided information, and edit the course information if necessary. Review each field carefully for proper formatting and content. You may contact the course contacts, visit the web pages, and contact the learner to confirm information if needed.

If you do not find the amount of information provided on the Non-TRAIN Course Details form sufficient for verification of the course, or if the information is incorrect, please contact the learner and have them provide you with the missing or proper course information before verifying the course.

NOTE: Per current TRAIN content standards, please ensure the learner has used Spell Case where appropriate, for the form entries before verifying the course.



Home Competency Assessment Resources Discussions Library Help Administration Search by Keyword or Course ID Advanced Search

Verifications for Jane Smith
Click on course title to view course details

Course	Registered	Completed	Session Date	Status	Format	Score	Credit	Verified	Withdrawn
Emergency Vehicle Operation - (non-TRAIN course)	12/16/2010 12:00 PM	12/16/2010 12:00 PM	N/A	Completed	On-Site - Classroom course or workshop	N/A	Not Available: 0	<input type="checkbox"/>	<input type="checkbox"/>

Note: All times are listed in ET.

Back

Non-TRAIN Course Details
* = required fields.

Title*: Emergency Vehicle Operation

Start date*: 12/16/2010

Completion date*: 12/16/2010

Course URL:

Course Format: On-Site - Classroom course or workshop

Course Provider Name*: Escambia County Fire Rescue Training Division

Course Grade Points:

Course Grade Percentage: %

Credit Type*: None

Amount*: 0

Contact Name*: Eric Gilmore

Contact Phone:

Contact Email: eric.gilmore@flhealth.gov

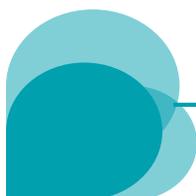
Additional Info:

Verified:

Created By: Jane Smith
Created Date: 4/21/2015

Last Time Updated By: Jane Smith
Last Time Updated Date: 4/21/2015

Save Cancel Delete





How to Verify Non-TRAIN Courses

→ It's a New Day in Public Health

Step 6: After you have reviewed, edited (if appropriate) and confirmed the form details, click the **Save** button.

Step 7: You will be returned to the **Verifications** page. If a certificate has been uploaded, you can view it by clicking on the **certificate icon (1)** found in the Status column.

Course	Registered	Completed	Session Date	Status	Format	Score	Credit	Verified	Withdrawn
Emergency Vehicle Operation - (non-TRAIN course)	12/16/2010 12:00 AM	12/16/2010 12:00 AM	N/A	Completed	On-Site - Classroom course or workshop	N/A	Not Available: 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: All times are listed in ET.

Back

Step 8: If your review is complete – Click the **Verified box (2)**, then click the **Back** button **(3)**. The course will now show as Verified on the learner's TRAIN Transcript.

NOTE: The learner will not be automatically notified when their course has been verified. You should notify the learner through the TRAIN Florida Email Utilities feature, DOH Outlook, or your organization's email server.

If you have any questions or need assistance regarding How to Verify a Non-TRAIN Courses, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email DOHLMSSupport@flhealth.gov.

