



How to Upload a Training Certificate to My TRAIN Florida Transcript

► It's a New Day in Public Health

TRAIN Florida gives you access to courses that are hosted by external providers. The courses are often completed outside of the TRAIN system, on the provider's website. An example of this is the FEMA course IS-700.a: Introduction to the National Incident Management System (NIMS). These providers often offer a certificate of completion for their course. The certificates may be e-mailed to you or downloaded from the external site, upon completion of the course.

Once you have completed a course on an external site, and recorded the completion in TRAIN Florida, the certificates can be uploaded and saved to the completed course listing on your TRAIN Florida transcript. The certificates can be added at any time after completion of the course. It is recommended you always upload these certificates when available, to provide official proof of course completion.

NOTE: For externally hosted courses accessed via TRAIN, before you can upload a certificate, you must register for and mark the course as complete in TRAIN Florida. If you have not done so, use this guide to help you complete the course – [How Do I Manage a TRAIN Florida Course?](#)

The following steps will guide you on how to upload the training certificates for courses you have completed on external websites to your TRAIN Florida Transcript.

Step 1: Go to [TRAIN Florida](#) and **log in**.

Step 2: On your TRAIN Florida home page - locate your learner **Dashboard**.

Click on the **My Learning** tile to open the menu.

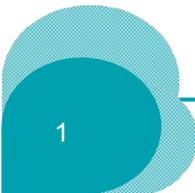
Learner's Dashboard

+ My Action Items Click to Expand

My Learning ←

Course Name ↑	Status	Format
Counseling Skills	In Progress	Web-based Training - Self-study
FDOH Code of Ethics	In Progress	Blended Learning Series
FDOH Information Security and Privacy Awareness 13-14	In Progress	Blended Learning Series
FDOH New Employee Orientation	Completed	Web-based Training - Self-study
IS-700.a: Introduction to the National Incident Management System (NIMS)	Completed	Web-based Training - Self-study
Self-Study Modules on Tuberculosis (1-5)	In Progress	Text-based (print and electronic based)

[TRAIN Transcript](#) [Current Courses](#) [Archived Courses](#)



Step 3: Click on the **TRAIN Transcript** button.

Learner's Dashboard

My Action Items Click to Expand

My Learning

Course Name	Status	Format
Counseling Skills	In Progress	Web-based Training - Self-
Self-Study Modules on Tuberculosis (1-5)	In Progress	Text-based (print and electronic based)

TRAIN Transcript Current Courses Archived Courses

Step 4: After clicking the TRAIN Transcript button, you will be directed to your **Transcript** page. Locate the externally hosted TRAIN Florida course on your Transcript page.

To upload your certificate of completion for this course, click on the **Upload External Certificate Button**.

Transcript Add Trainingfinder Course

Tip: To sort the transcript by column, click the title-text of that column. Email Transcript Export

Click on course title to view course details

Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verified	Withdrawn
FDOH HIV/AIDS 101 In the News	Reviews	6/18/2013	6/18/2013	Web-based Training - Self-study	N/A	120.00 points Passed	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FDOH Bloodborne Pathogens 13-14 See blended learning serie transcript...	Reviews	11/8/2013	11/8/2013	Blended Learning Series	N/A	115.00 points 90.50%	Contact Hours: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IS-700 a: Introduction to the National Incident Management System (NIMS) This course is prerequisite for: ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	Reviews	2/21/2014	2/21/2014	Web-based Training - Self-study	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>

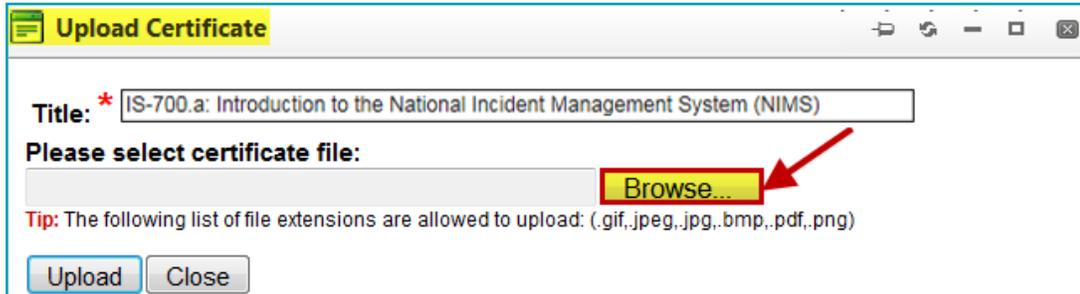
Upload External Certificate

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Displaying page 1 of 1, items from 1 to 11 of 11

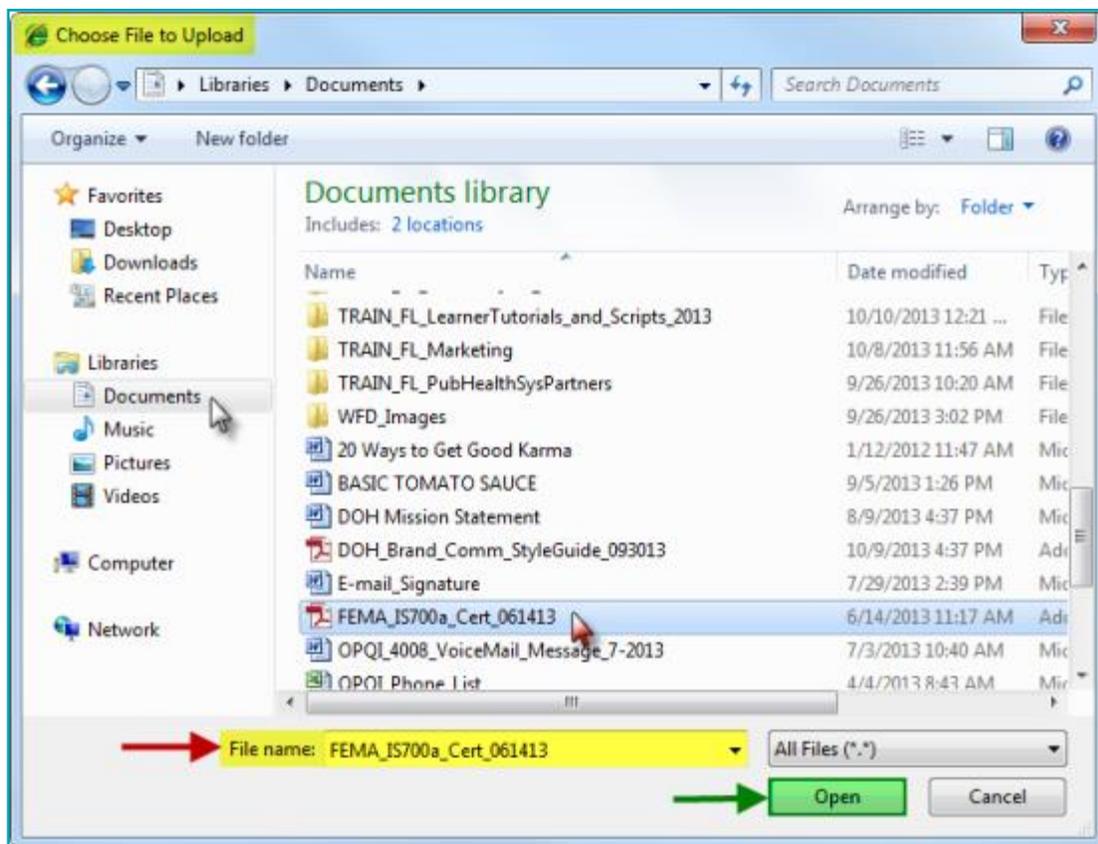
- Remove course from Transcript
 - Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

Step 5: An **Upload Certificate** pop-up window will open over the Transcript page. Enter the **exact title** of the externally hosted course in the **Title** field, this is a required field. Next, click the **Browse** button, to locate your certificate on your computer.

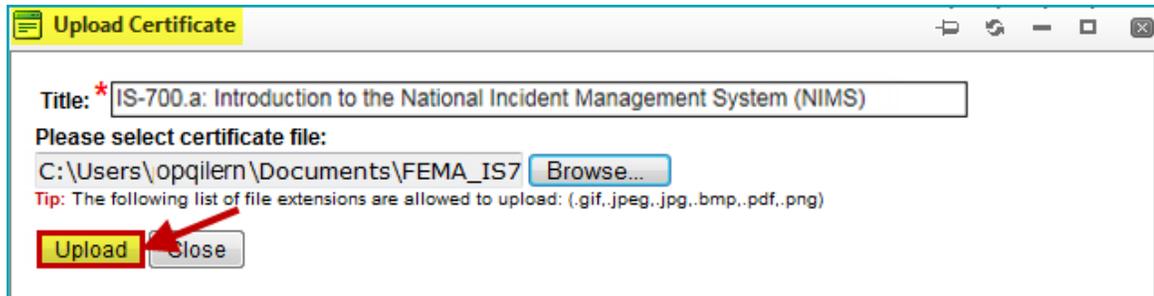


Step 6: After you click the Browse button, a **Choose File to Upload** pop-up window will open over the Transcript page and Upload Certificate window.

Locate the certificate file in your computer or on your network. Click on the file, to populate the **File name** field. Next, click on the **Open** button.



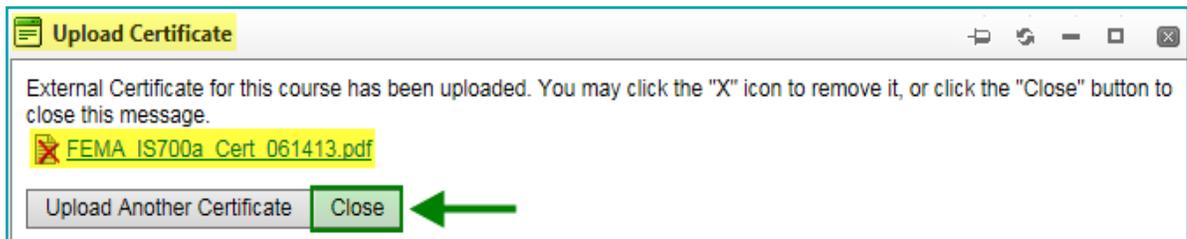
Step 7: After clicking the Open button, the Choose a File to Upload window will close, and the certificate file path will be in the **Please select certificate file:** field. To upload the certificate to your course, click the **Upload** button. The certificate is now uploaded to your TRAIN Florida transcript.



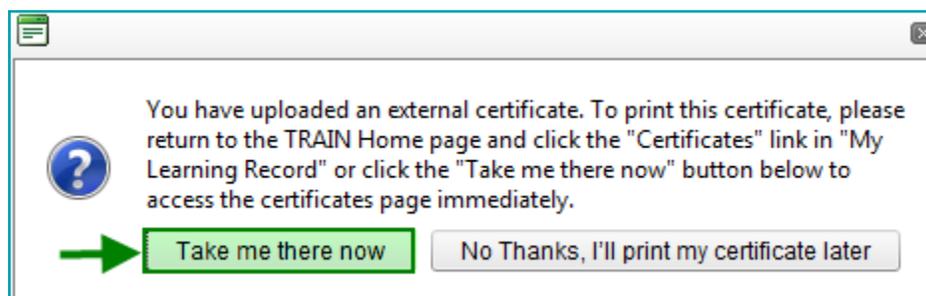
Step 8: Once the certificate has been uploaded, the Upload Certificate window will refresh and confirm the upload of the external certificate. It should list the file name of your certificate.

If you find you have uploaded the **wrong** document - Click the **Upload Another Certificate** button, re-locate your file and upload again. The new file will replace the old. You can only upload one certificate per class.

If you have uploaded the correct certificate - Click the **Close** button.



Step 9: A **pop-up window** will open. It also confirms the upload and gives you the option to go directly to the Certificates tool and print your certificate, or print the certificate later.



If you choose to click the **No Thanks, I'll print my certificate later** button, the window will close, and you will be back on the Transcript page. The certificate will be available in the My Certificates feature in your Dashboard.

If you choose to print your certificate - Click the **Take me there now** button.

Step 10: You will be directed to the **Certificates** page. The certificate will be listed with the course under the Certificate column. Locate the certificate title (tagged Externally Uploaded).

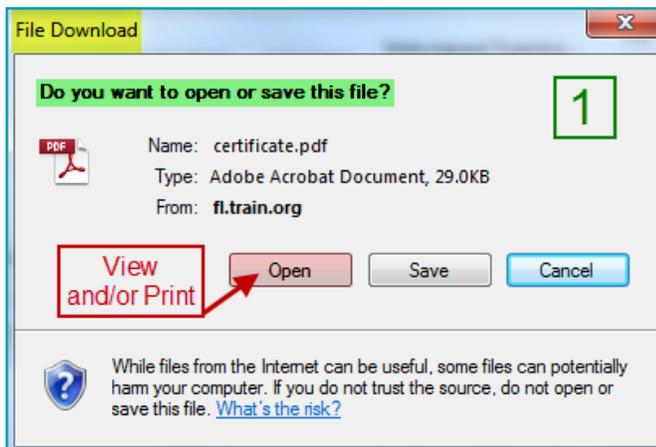
To print the certificate - click on the **certificate title**.

Course	Registered	Completed	Format	Score	Credit	Certificate
FDOH Bloodborne Pathogens 13-14	11/8/2013	11/8/2013	Blended Learning Series	115 points 91%	Contact Hours: 1	FDOH Required Certificate
FDOH HIV/AIDS 101 In the News	6/18/2013	6/18/2013	Web-based Training - Self-study	120 points	Not Available	FDOH Required Certificate
FDOH Workplace Safety 13-14	10/28/2013	10/29/2013	Web-based Training - Self-study	102 points	Contact Hours: 1	FDOH Mandatory Certificate
FDOH New Employee Orientation	10/17/2013	10/17/2013	Web-based Training - Self-study	100 points	Not Available	FDOH Required Certificate
IS-700 a Introduction to the National Incident Management System (NIMS)	2/21/2014	2/21/2014	Web-based Training - Self-study	N/A	Not Available	IS-700 a Introduction to the National Incident Management System (NIMS) (Externally uploaded)

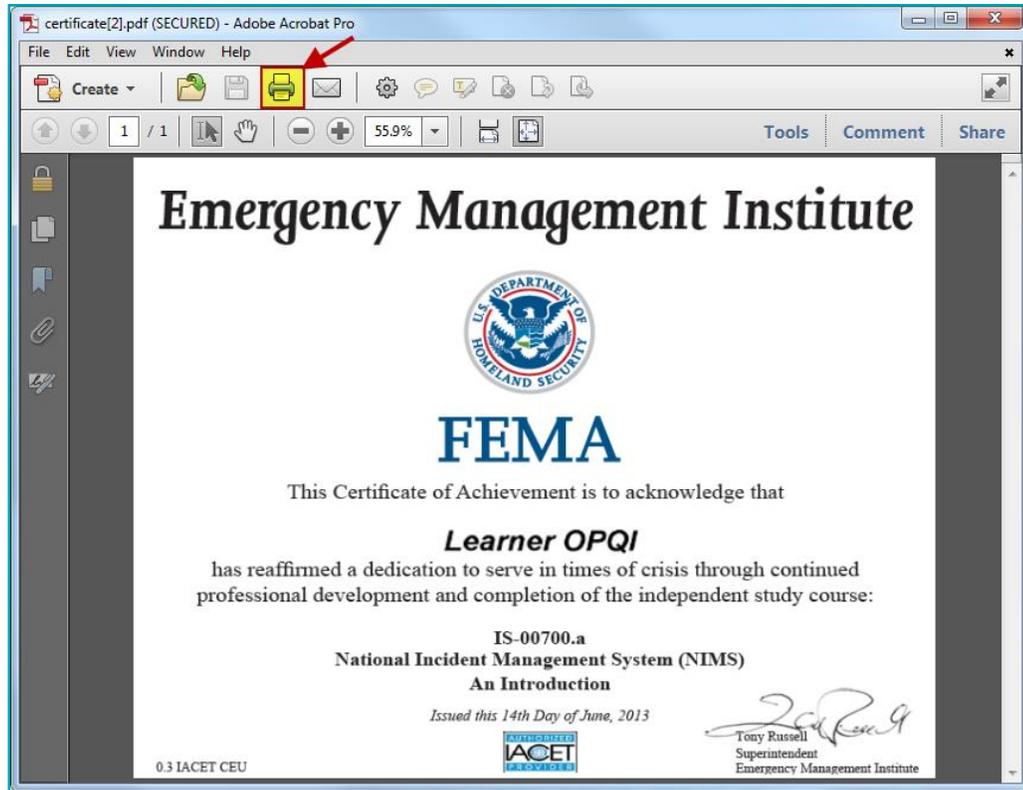
Page size: 20 | 5 items in 1 pages

Step 11: After you click the certificate title, a **File Download** pop-up window [1] or **bar** [2] will open over the Certificates page. It will list the Name, Type and source (From) of the file.

To print the certificate, click on the **Open** button.



Step 12: The certificate .pdf file will open in a new window. From this window you will only have the option to view and/or **print** this document. **To print the certificate**, click on the **print icon**  in the menu bar, and follow your local printing instructions.



NOTE: If you have chosen not to print your certificate at the time of upload you can access and print your certificate at any time from the **My Certificates** tool, in your learner Dashboard.

This guide will help locate your certificate: [Where are My Training Certificates?](#)

If you have any questions regarding the process of uploading external training certificates of completion for TRAIN Florida courses to your transcript, please contact your [Local TRAIN Florida Administrator](#).