

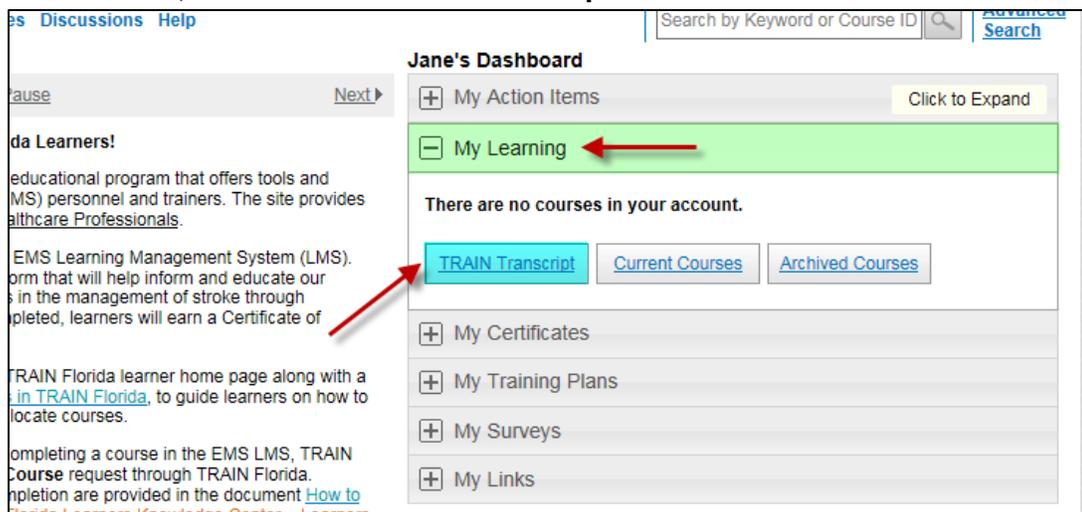
TRAIN Florida learners who complete a training course that is sourced outside of TRAIN Florida, and not listed in the TRAIN Florida Course Search list, can add the course to their TRAIN transcript and upload a certificate of completion. **Learners should NOT add any courses currently listed in TRAIN Florida.**

To add a Non-TRAIN course to their transcripts, learners are required to complete the Non-TRAIN Course Details form and submit the outside course for review. The local LMS Administrator will review the course and the details form for completion. If the course meets training standards, the Administrator must verify the course manually before the course will show as Verified on the learner's TRAIN transcript.

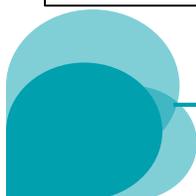
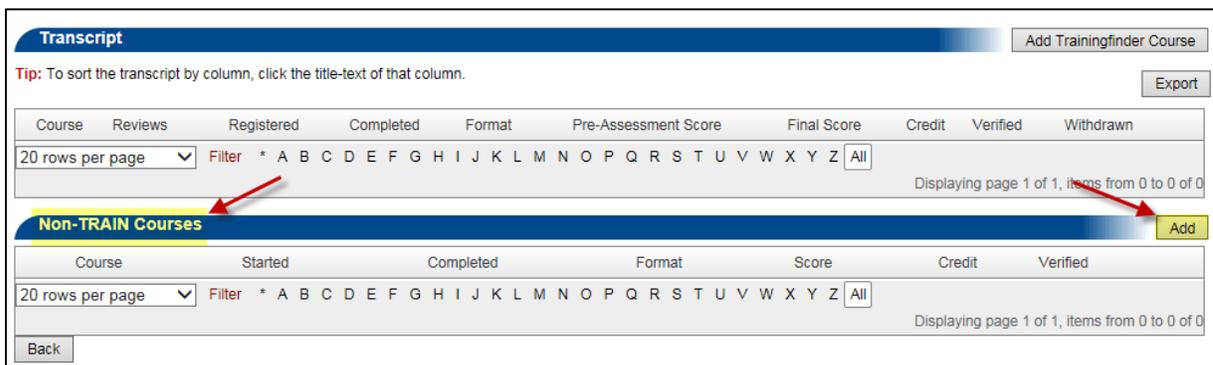
To assist a learner with entering a Non-TRAIN course, the following steps should be followed:

Step 1: Log in to [TRAIN Florida](#)

Step 2: From your TRAIN Florida homepage - Click the **My Learning** tool located in the **Dashboard**, then click the **TRAIN Transcript** button.



Step 3: On the **Transcript** page - Locate the **Non-TRAIN Courses** section located at the bottom of the Transcript and click the **Add** button.



Step 4: The **Non-TRAIN Course Details** page will open.

We highly recommend you encourage your learners to enter as much information on the **Non-TRAIN Course Details form** as possible. This will assist you, the LMS Administrator, in verifying the course. Fields marked with a **red asterisks (*)** are mandatory fields and must be filled in.

When complete, click the **Save** button.

After clicking Save, the learner will be re-directed back to the Transcript page.

Non-TRAIN Course Details

*** = required fields.**

Title:*

Start date:*

Completion date:*

Course URL:

Course Format:

Course Provider Name:*

Course Grade Points:

Course Grade Percentage: %

Credit Type:*

Amount:*

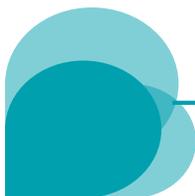
Contact Name:*

Contact Phone:

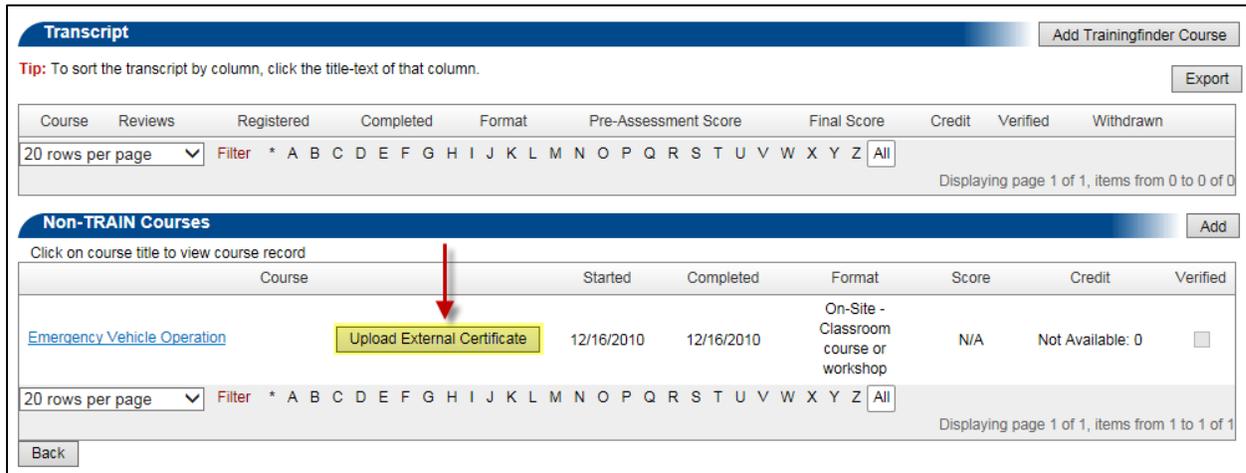
Contact Email:

Additional Info:

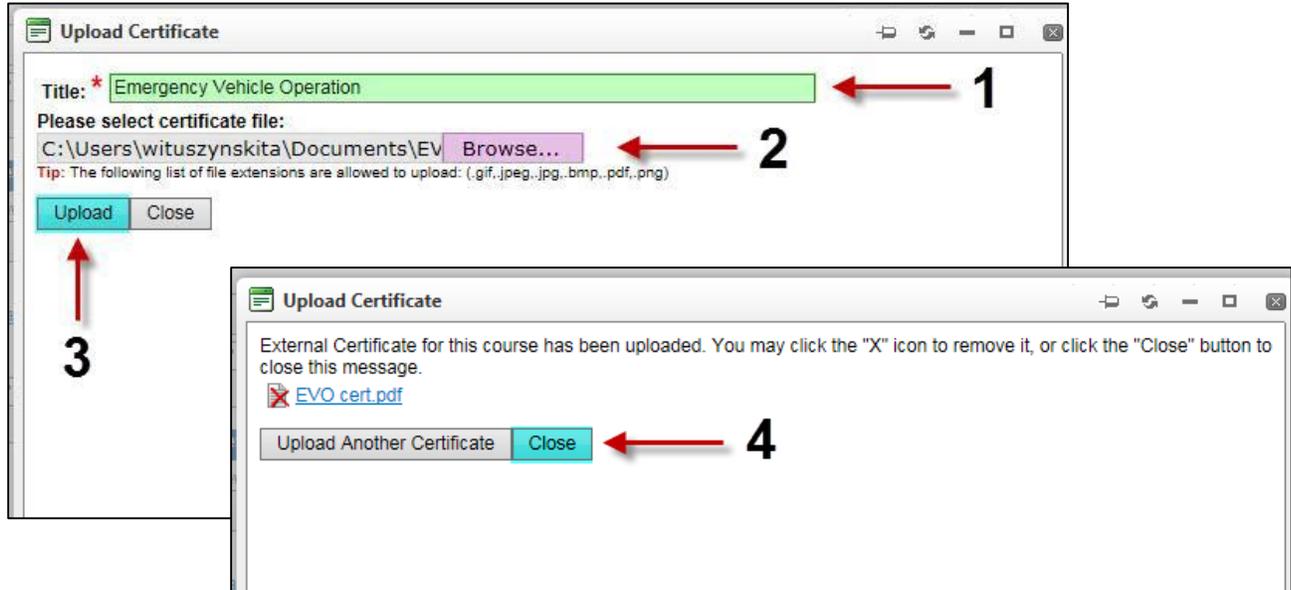
Verified:



Step 5: Encourage learners to upload a certificate of completion, if one is available. If the learner has a certificate to upload, instruct them locate the Non-TRAIN course on their transcript page and click the **Upload External Certificate** button next to the course title.
Verification of the course can depend on the learner uploading the certificate.



Step 6: The **Upload Certificate** screen will appear. Enter the exact **Title** of the course (1) then click **Browse** (2) to locate the certificate. Click the **Upload** button (3) to complete the certificate upload. Click the **Close** button (4) to close the upload certificate window.



If you have any questions or need assistance regarding How to Help a Learner Manage 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.

