

TRAIN Florida hosted courses that offer a certificate of completion will automatically save to the My Certificates tool located in the TRAIN Florida learner's Dashboard. **NOTE:** Not all courses in TRAIN Florida offer certificates of completion.

TRAIN Florida also provides access to courses that are hosted by external sources and are completed outside of the TRAIN system, such as CDC Immunization courses.

These external sources often offer a certificate of completion. The certificates may be emailed or downloaded by the learner upon completion of the course. Once the learner has completed a course on the external site, and recorded the completion in TRAIN Florida, the certificates can be uploaded and saved to the completed course on the learner's TRAIN Florida transcript. This will allow the VFC Program to track required CDC training to ensure that proper credit is given. The certificates can be added at any time after completion of the course.

The following steps show how to upload the training certificates for your completed TRAIN Florida, externally hosted courses.

Step 1: Log in to TRAIN Florida.

Step 2: On your TRAIN Florida home page, locate your Learner's Dashboard (Fig.1).

| Learner's Dashboard | |
|---------------------|-----------------|
| + My Action Items | Click to Expand |
| + My Learning | |
| + My Certificates | |
| H My Training Plans | |
| + My Surveys | |
| + My Links | |



| Image: My Action Items Click to Expand My Learning Image: My Action Items Course Name * Status FDOH Purchasing Card New In Progress Blended Learning Series FDOH Travel In Progress Blended Learning Series FDOH Travel In Progress Blended Learning Series FDOH Travel In Progress Blended Learning Series FIGURE 2 Archived Courses | Learner's Dashboard | | | |
|---|-----------------------------|-------------------|---|----------|
| Course Name Status Format FDOH Purchasing Card New In Progress Blended Learning Cardholder Series FDOH Travel In Progress Blended Learning | + My Action Items | | Click to Expand | |
| FDOH Purchasing Card New In Progress Blended Learning Cardholder Series FDOH Travel In Progress Blended Learning | My Learning | - | | |
| Cardholder Series FDOH Travel In Progress Blended Learning Series | Course Name 🖨 | Status | Format | |
| Series | | In Progress | - | |
| TRAIN Transcript Current Courses Archived Courses Figure 2 | FDOH Travel | In Progress | - | |
| | TRAIN Transcript Current Co | ourses Archived C | Courses | Figure 2 |
| | | | TRAIN Florida Transcrip nd Quality Improvement | |



Step 4: Once the My Learning menu is opened, click on the TRAIN Transcript button (Fig. 3).

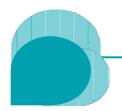
| H My Action Items | | Click to Expand | |
|--|-------------------|----------------------------|--------|
| My Learning | | | |
| Course Name 🗢 | Status | Format | |
| FDOH Purchasing Card New Cardholder | In Progress | Blended Learning Series | |
| FDOH Travel | In Progress | Blended Learning Series | |
| TRAIN Transcript Current Co | urses Archived Co | urses | Figure |

Step 5: After clicking the TRAIN Transcript button, you will be directed to your Transcript page (Fig. 4). 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 Trai | ningfinder (| Course |
|--|---------------------|------------|------------|--|-----------------------------|----------------------------|---------------------|----------------|--------------|-----------|
| Tip: To sort the transcript by column, click the tit | le-text of that col | lumn. | | | | | 2 | Email Tra | inscript | Export |
| Click on course title to view course details | | | | | | | | | | |
| Course | Reviews | Registered | Completed | Format | Pre- Assessment Score | Final Score | Credit | Verified | With drawn | 1 |
| 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 | \checkmark | | R |
| IS-100.b - Introduction to Incident Command System - 1024627 Upload External Certificate | Reviews | 10/17/2013 | 10/17/2013 | Web-based Training - Self- study | N/A | 80.00 points 100.00% | N/A | V | | R |
| FDOH Annual OSHA Review See blended learning serie transcript | Reviews | 7/15/2013 | 7/16/2013 | Blended Learning Series | N/A | N/A | Contact Hours: 1 | 1 | | R |
| FDOH Purchasing Card New Cardholder See blended learning serie transcript | Reviews | 7/24/2013 | N/A | Blended Learning Series | N/A | N/A | N/A | | 1 | R |
| FDOH HMS Service and Time Reporting for Personal Health Employees Evaluation : FDOH HMS Self-Paced Evaluation | Reviews | 7/24/2013 | 7/24/2013 | Web-based Training - Self- study | N/A | 100.00 points Passed | Contact Hours: 1 | \checkmark | | R |
| 20 rows per page 💌 Filter * A B C | DEFG | HIJKL | MNOP | QRSTU | vwxyz[| | splaying pag | ge 1 of 1, ite | ems from 1 | to 6 of 6 |

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)

Figure 4







Step 6: After you have clicked the Upload External Certificates button, an **Upload Certificate** pop-up window will open over the Transcript page (Fig. 5). 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.

| Upload Certificate | ÷ | 6 | - | × | |
|--|---|---|---|---|------|
| Title: * IS-100.b - Introduction to Incident Command System - 1024627 | | | | | |
| Please select certificate file: Browse | | | | | |
| Tip: The following list of file extensions are allowed to upload: (.gif,.jpeg,.jpg,.bmp,.pdf,.png) | | | | | Figu |
| Upload Close | | | | | |

Step 7: After you click the Browse button, a Choose File to Upload pop-up window will open (Fig. 6) over the Transcript page and Upload Certificate window. Locate the certificate file on your computer or network. Click on the file to populate the File name field. Next, click on the Open button.

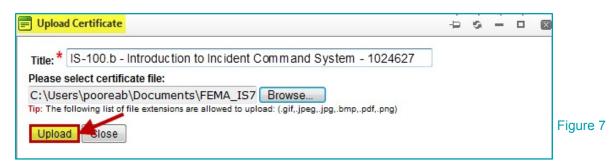
| Organize • New fold | ter. | i≣ • F∎ | 0 |
|--------------------------|--|--------------------|------|
| organize - riew too | | 0 · LB | |
| 🚖 Favorites 📃 Desktop | Documents library Includes: 2 locations | Arrange by: Folder | • |
| Downloads | Name | Date modified | Тур |
| Recent Places | TRAIN_FL_LearnerTutorials_and_Scripts_2013 | 10/10/2013 12:21 | File |
| 🔚 Libraries | ITRAIN_FL_Marketing | 10/8/2013 11:56 AM | File |
| Documents N | TRAIN_FL_PubHealthSysPartners | 9/26/2013 10:20 AM | File |
| Music | WFD_Images | 9/26/2013 3:02 PM | File |
| Pictures | 20 Ways to Get Good Karma | 1/12/2012 11:47 AM | Mi |
| Videos | BASIC TOMATO SAUCE | 9/5/2013 1:26 PM | Mir |
| Ca videos | DOH Mission Statement | 8/9/2013 4:37 PM | Mi |
| 👎 Computer | DOH_Brand_Comm_StyleGuide_093013 | 10/9/2013 4:37 PM | Ad |
| PT Compare | E-mail_Signature | 7/29/2013 2:39 PM | Mi |
| Setwork | 7 FEMA_IS700a_Cert_061413 | 6/14/2013 11:17 AM | Ad |
| Tuchin | OPQL_4008_VoiceMail_Message_7-2013 | 7/3/2013 10:40 AM | Mit |
| | CPOI Phone List | 4/4/2013 8:43 AM | Mir |
| | • | | - |
| File r | name: FEMA_IS700a_Cert_061413 | All Files (*.*) | ٠ |







Step 8: 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 (Fig. 7). To upload the certificate to your course, click the Upload button.



After clicking the **Upload** button you will see a pop-up window (Fig. 7a). The window states "External certificate for this course has already been uploaded." This means you have successfully uploaded your certificate.

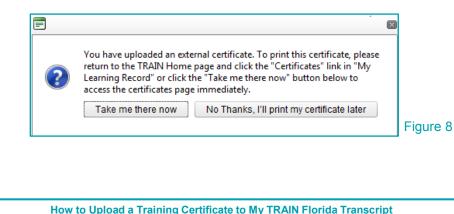
| Upload Certificate | • | ė | \$ - | ė | × | |
|---|---|---|---------|---|---|-----|
| External Certificate for this course has already been uploaded. Testing TRAIN cert upload.pdf Upload Another Certificate Close | | | | | | |
| | | | | | | Fig |

Note: In the event that you have uploaded the wrong certificate, you can click the red "X" to delete the incorrect file and perform the upload again.

Click **close**. The certificate is now uploaded to your TRAIN Florida transcript.

Step 9: Once the certificate has been uploaded, a pop-up window will open. It confirms the upload of the external certificate, and gives the option to go directly to the Certificates tool and print your certificate, or print the certificate later (Fig.8).

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.



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Step 10: If you choose to print your certificate, click the Take me there now button (Fig. 8). You will be directed to the Certificates page (Fig. 9). The certificate will be listed with the course under the Certificate column. Locate the certificate title (which carries the tag Externally uploaded). To print the certificate, click on the certificate title.

| Certificates | | | | | | |
|--|------------|------------|------------------------------------|-----------------------|---------------------|---|
| Course 🔺 | Registered | Completed | Format | Score | Credit | Certificate |
| Excel 2010 keyboard shortcuts I | 8/20/2013 | 8/22/2013 | Web-based Training - Self-study | 100 points 100% | Contact Hours: 1 | Excel 2010 keyboard shortcuts I (Non-TRAIN course) |
| FDOH Annual OSHA Review | 7/15/2013 | 7/16/2013 | Blended Learning Series | N/A | 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 HMS Service and Time Reporting for Personal Health Employees | 7/24/2013 | 7/24/2013 | Web-based Training - Self-study | 100 points | Contact Hours: 1 | FDOH Recommended Certificate |
| IS-100.b - Introduction to Incident Command System - 1024627 | 10/17/2013 | 10/17/2013 | Web-based Training - Self-study | 80 points 100% | Not Available | IS-100.b - Introduction to Incident Command System - 1024627 (Externally uploaded) |
| Image size: 20 | | | | | | 5 items in 1 pages |
| Back | | | | | | |

Step 11: After you click the certificate title, a File Download pop-up window will open (Fig. 10) over the Certificates page. It will ask "Do you want to open or save this file?" and will list the Name, Type and source (From) of the file. To print the certificate, click on the Open button.







Step 12: After you click the Open button, the certificate .pdf file will open in a new window (Fig. 11).
 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.



Step 13: If you have chosen not to print your certificate at the time of upload, you can access and print your certificate at anytime from the My Certificates tool, in your learner Dashboard (Fig. 12). Locate the title of your certificate, click on the print icon and follow your local printing instructions.

| earner's Dashboard | | |
|--|----------------|-----------|
| + My Action Items | Click | to Expand |
| + My Learning | | |
| My Certificates | | |
| Course Name 😓 | Date Completed | 1 |
| Excel 2010 keyboard shortcuts I | 08/22/2013 | a |
| FDOH Annual OSHA Review | 07/16/2013 | 2 |
| FDOH HIV/AIDS 101 In the News | 06/18/2013 | 3 |
| FDOH HMS Service and Time Reporting for Personal Health Employees | 07/24/2013 | 4 |
| IS-100.b - Introduction to Incident Command System - 1024627 | 10/17/2013 | |
| View All Certificates | | |

Congratulations, you have now uploaded your certificate to TRAIN Florida!

