



How to Register for TRAIN Online Courses for VFC Providers

It's a New Day in Public Health

Click **Registration** (Fig.1).

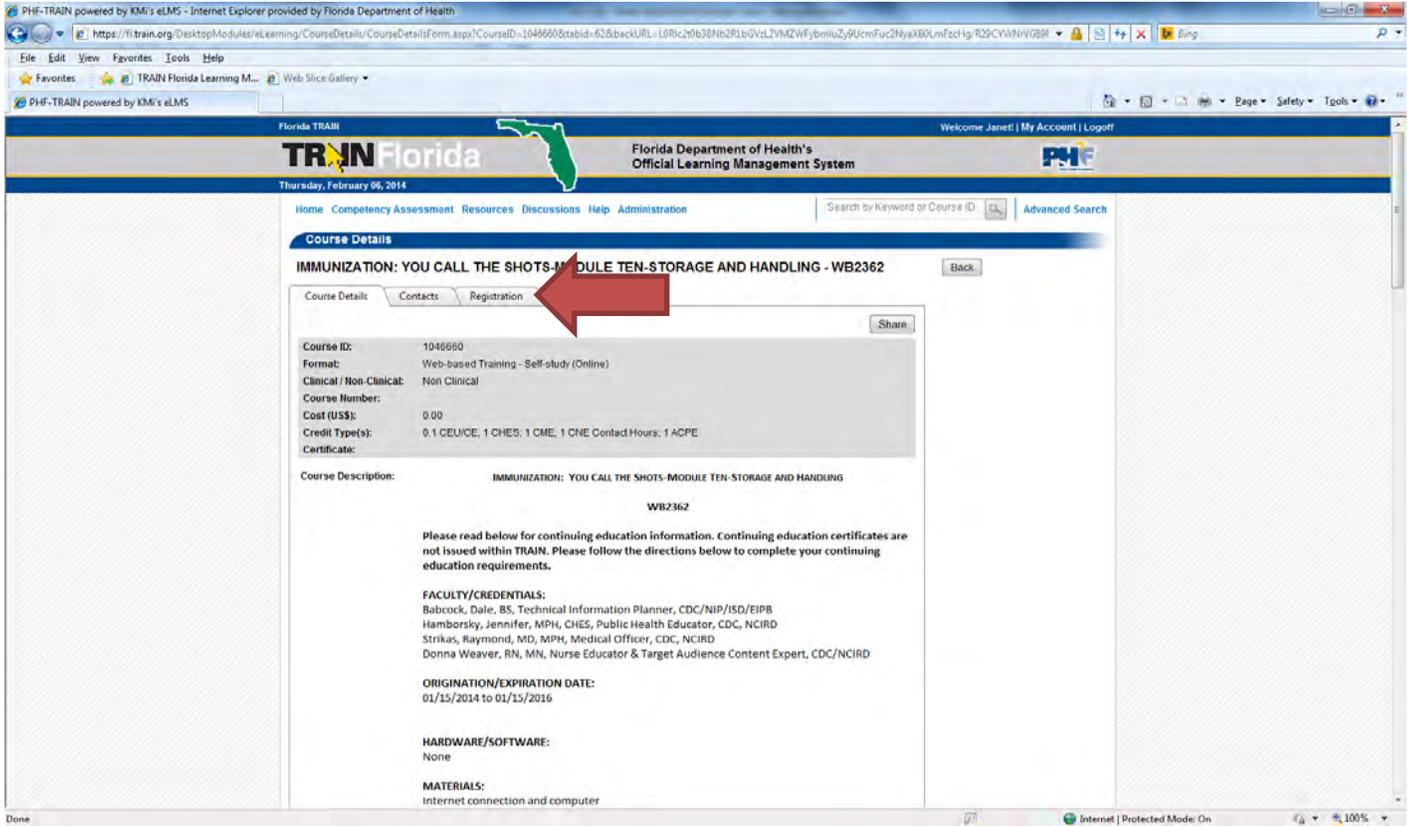


Figure 1





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Click **Create Account** (Fig. 2).

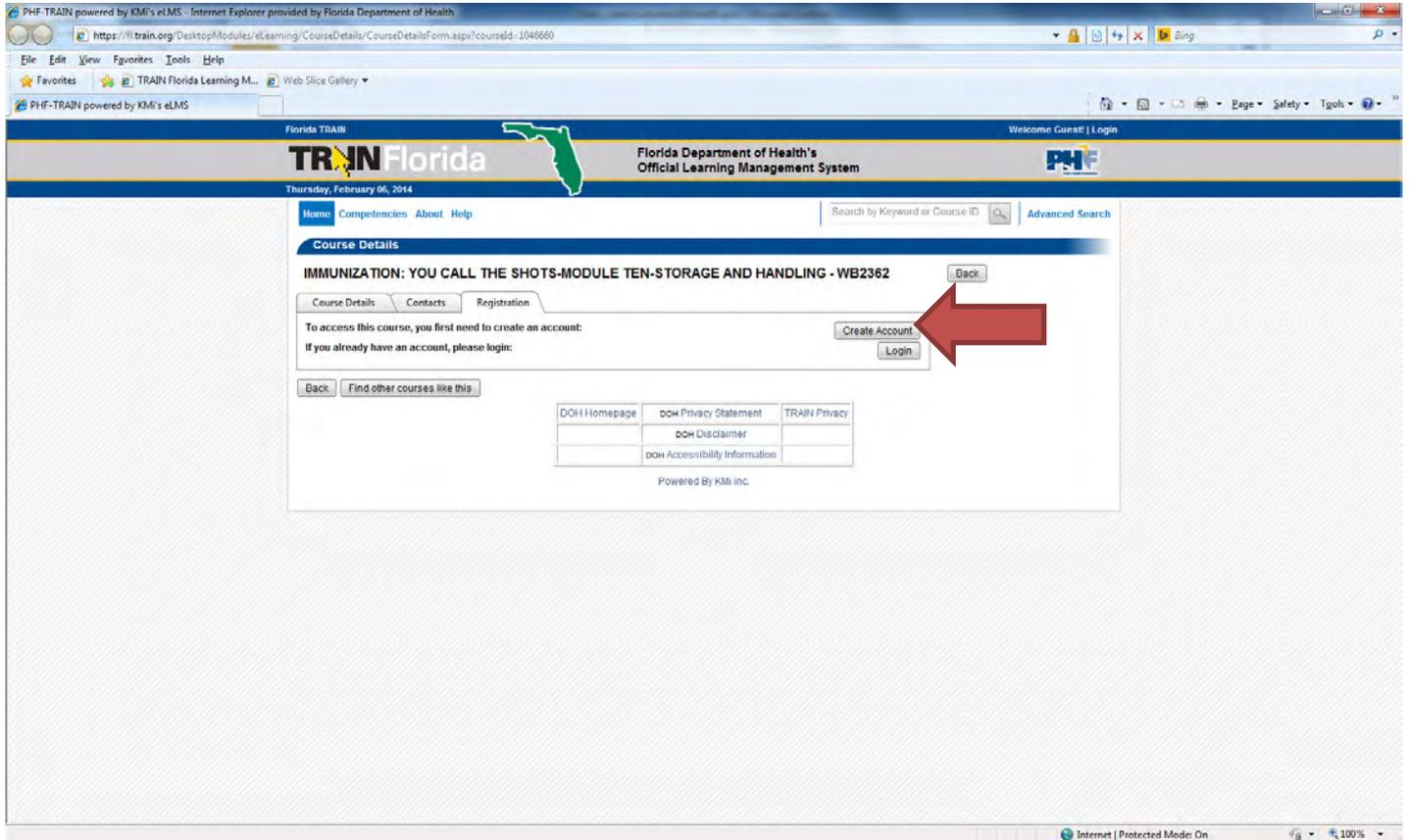


Figure 2





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Select **I agree** box (Fig. 3) to proceed; otherwise the registration process will end.

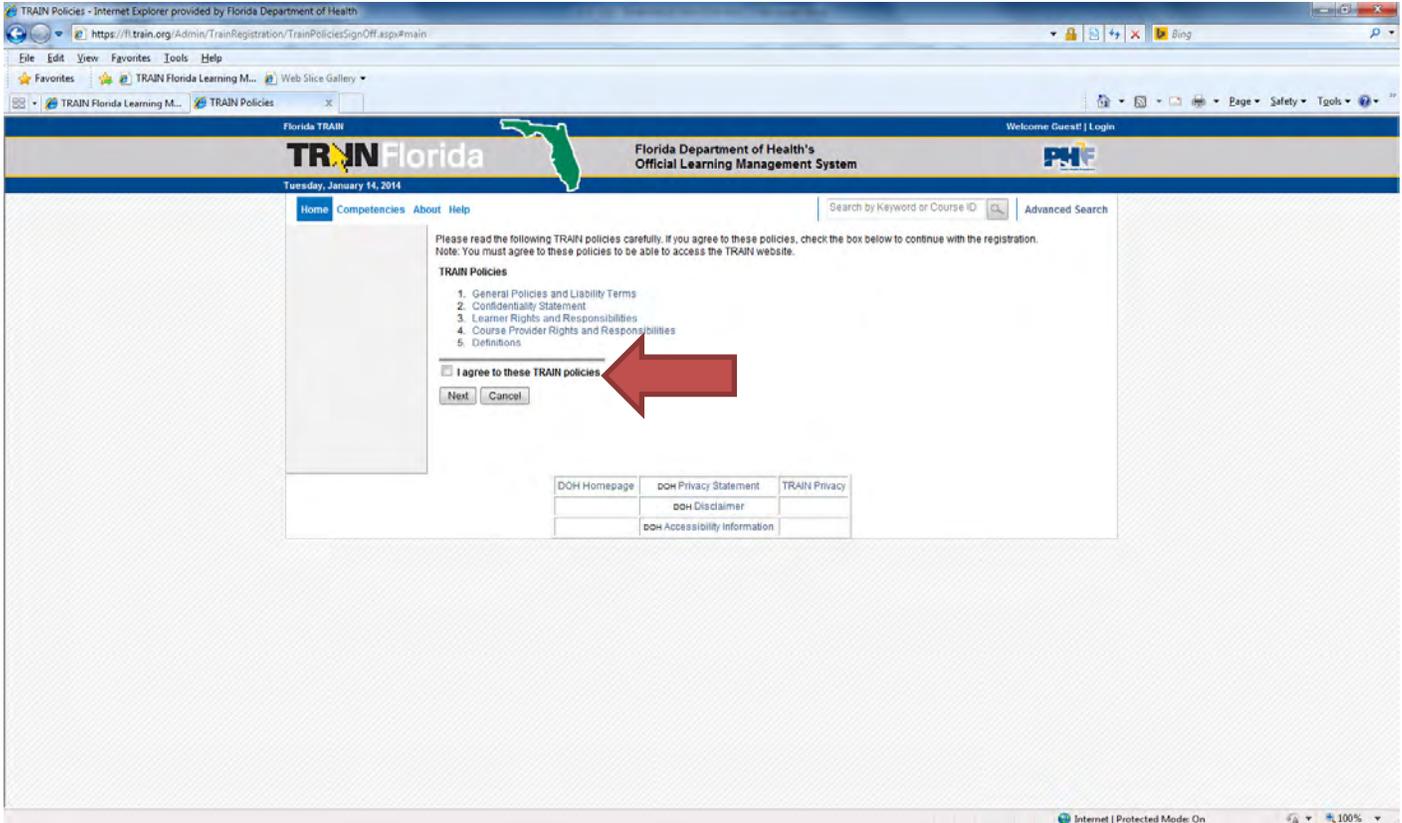


Figure 3





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Click **Next** (Fig. 4).

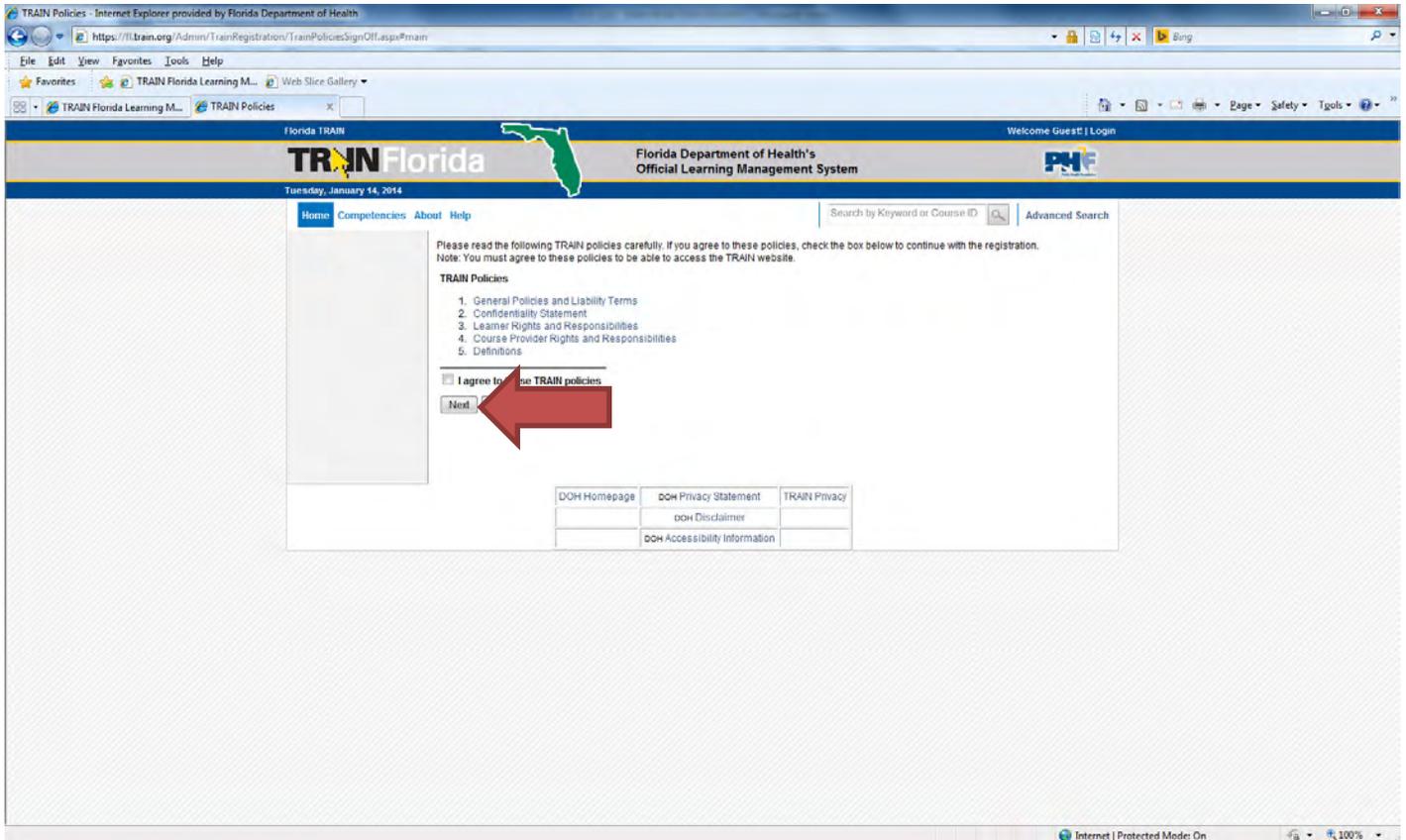


Figure 4





All Fields Marked With * Are Required: (Fig. 5).

- Login Name – First Name.Last Name format (period between first and last name).
- Organization Field – Provider’s organization name goes in this field.
- Department/Division Field – Organizations with **multiple locations** need to provide the VFC site name in the Division Field.
- Organizations with **one location** (one name) need to put the organization’s name in both the Organization and Division Fields. (The name in the Organization and Division Fields should be the **same**).
- Learners **must** put their VFC provider PIN in the **Bureau/Section** (Fig. 6) located in the Optional Fields screen. If the VFC PIN is not included, a provider may not receive credit for taking the required training.

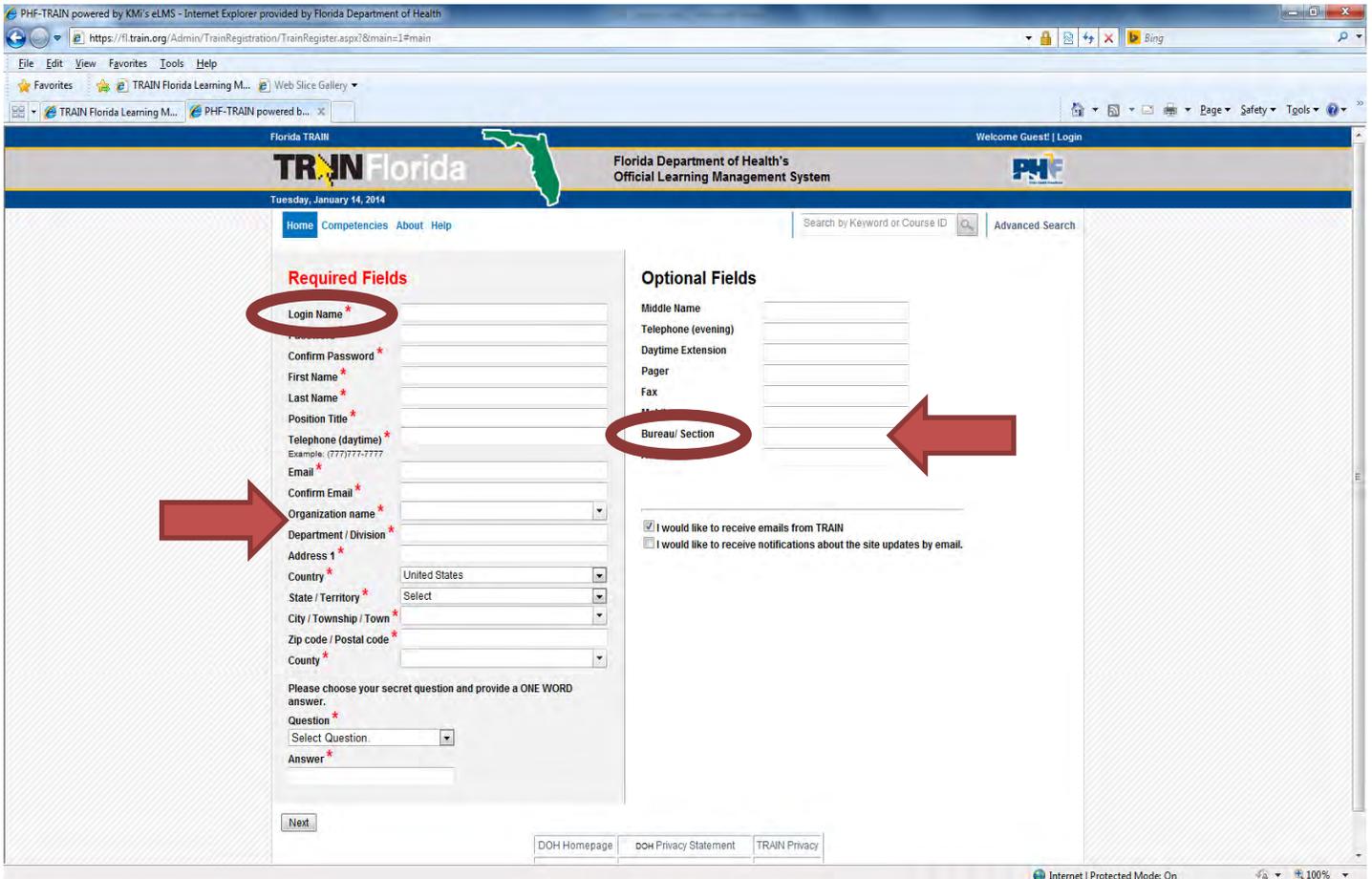


Figure 5

Figure 6





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Click **Select Groups** (Fig. 7)

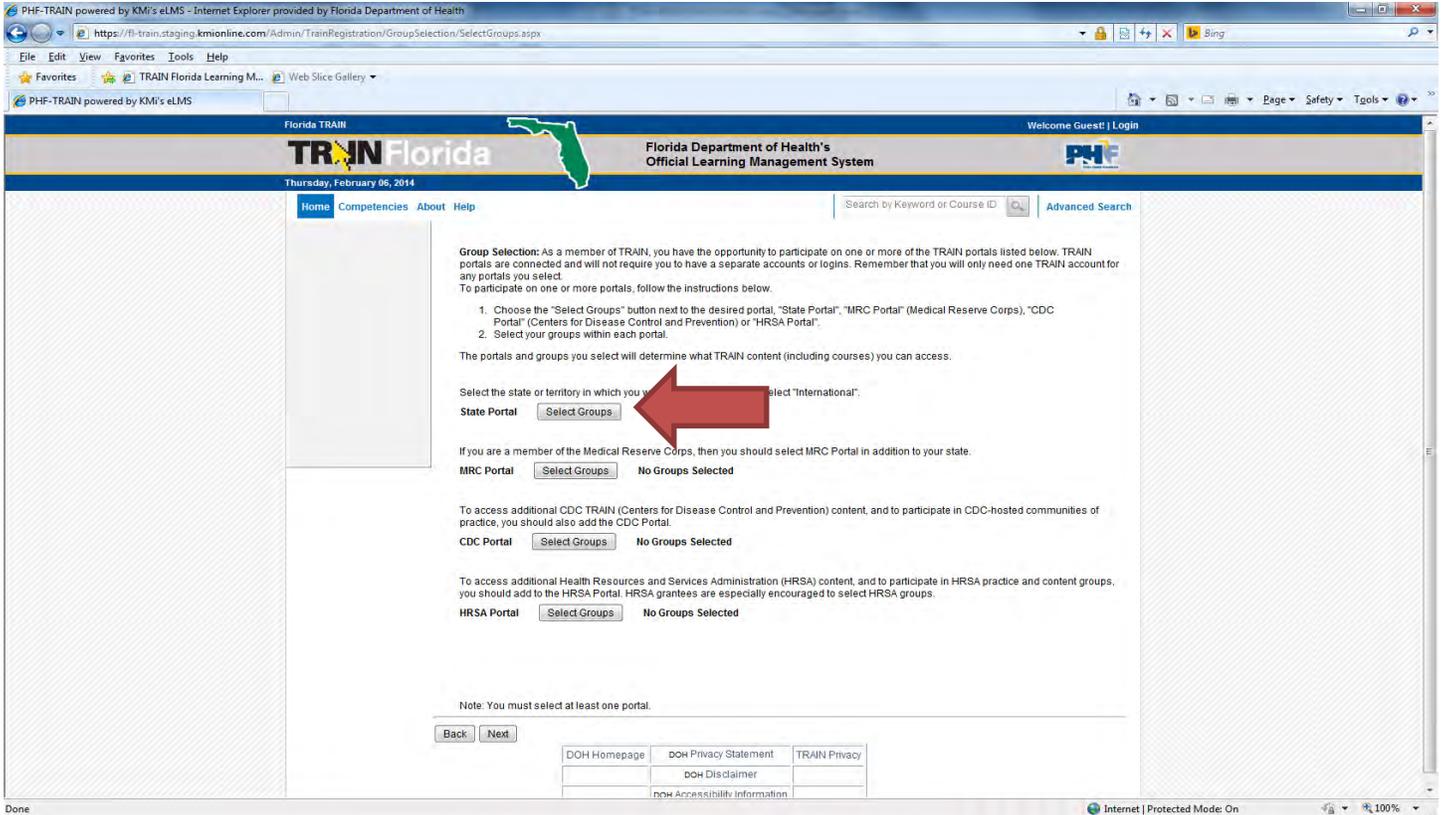


Figure 7





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Select **Florida** (Fig 8).

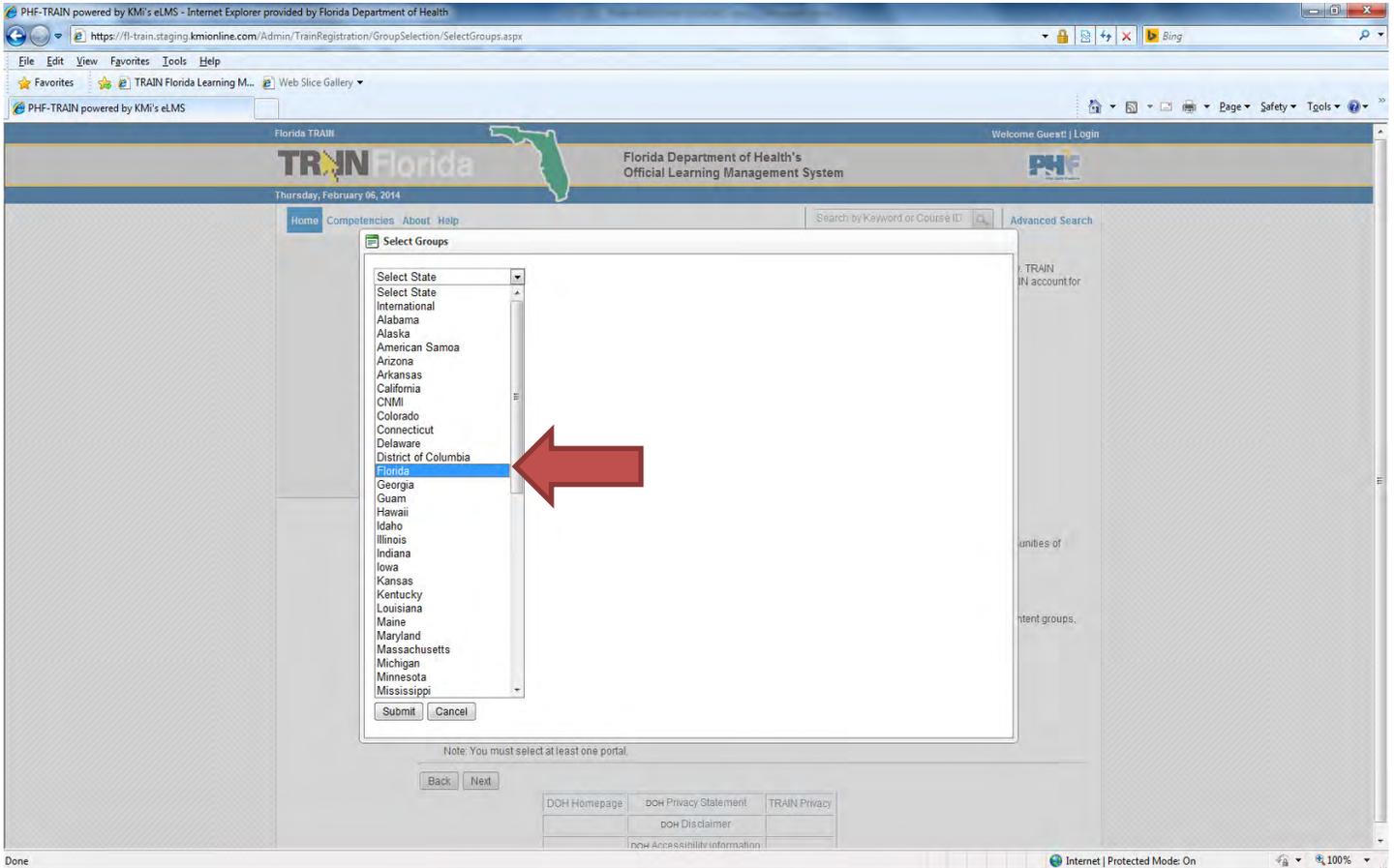
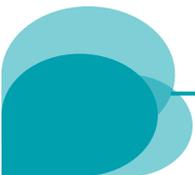


Figure 8





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Select **Affiliation** (Fig 9).

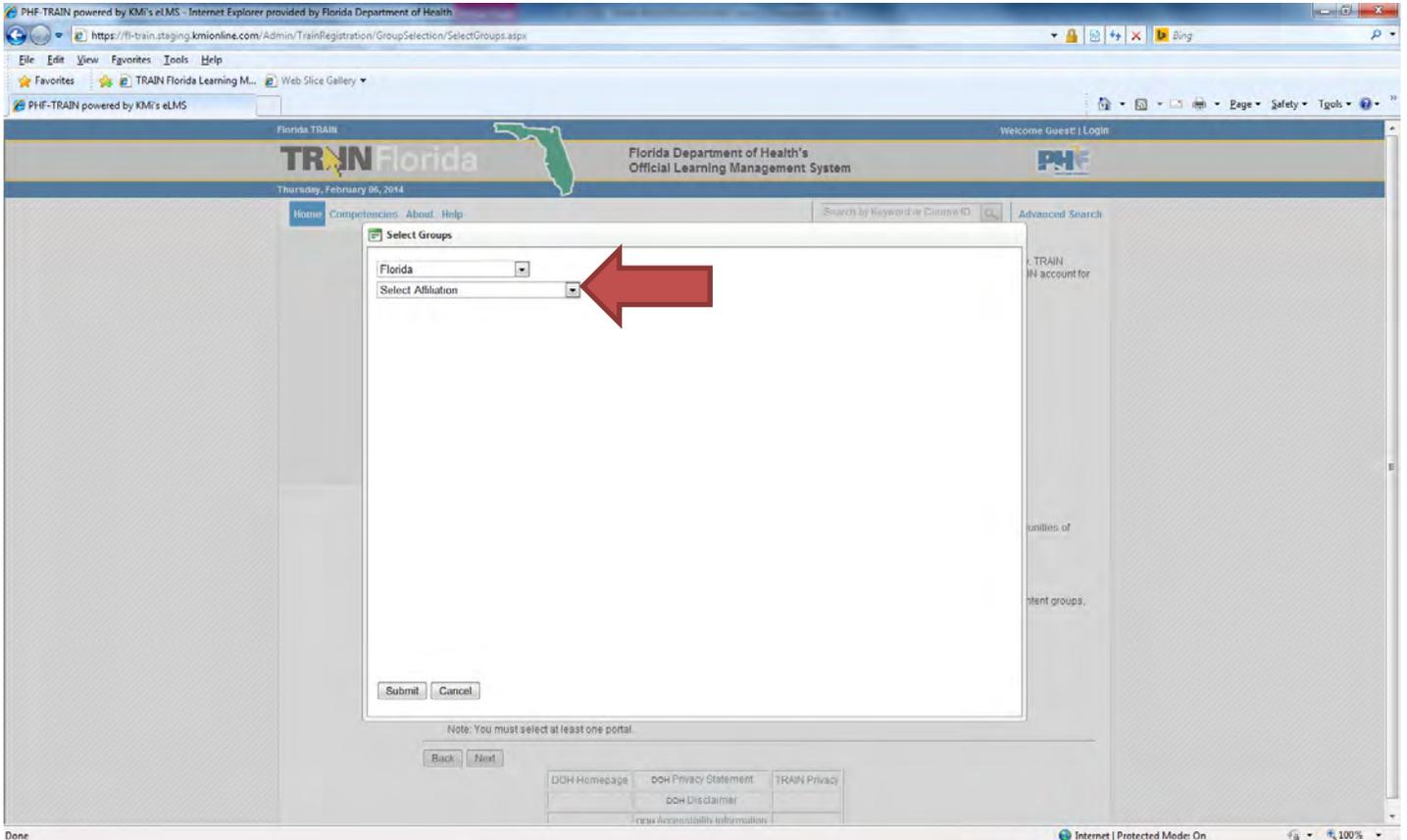


Figure 9





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Select **Florida General** (Fig. 10), Click **Submit**.

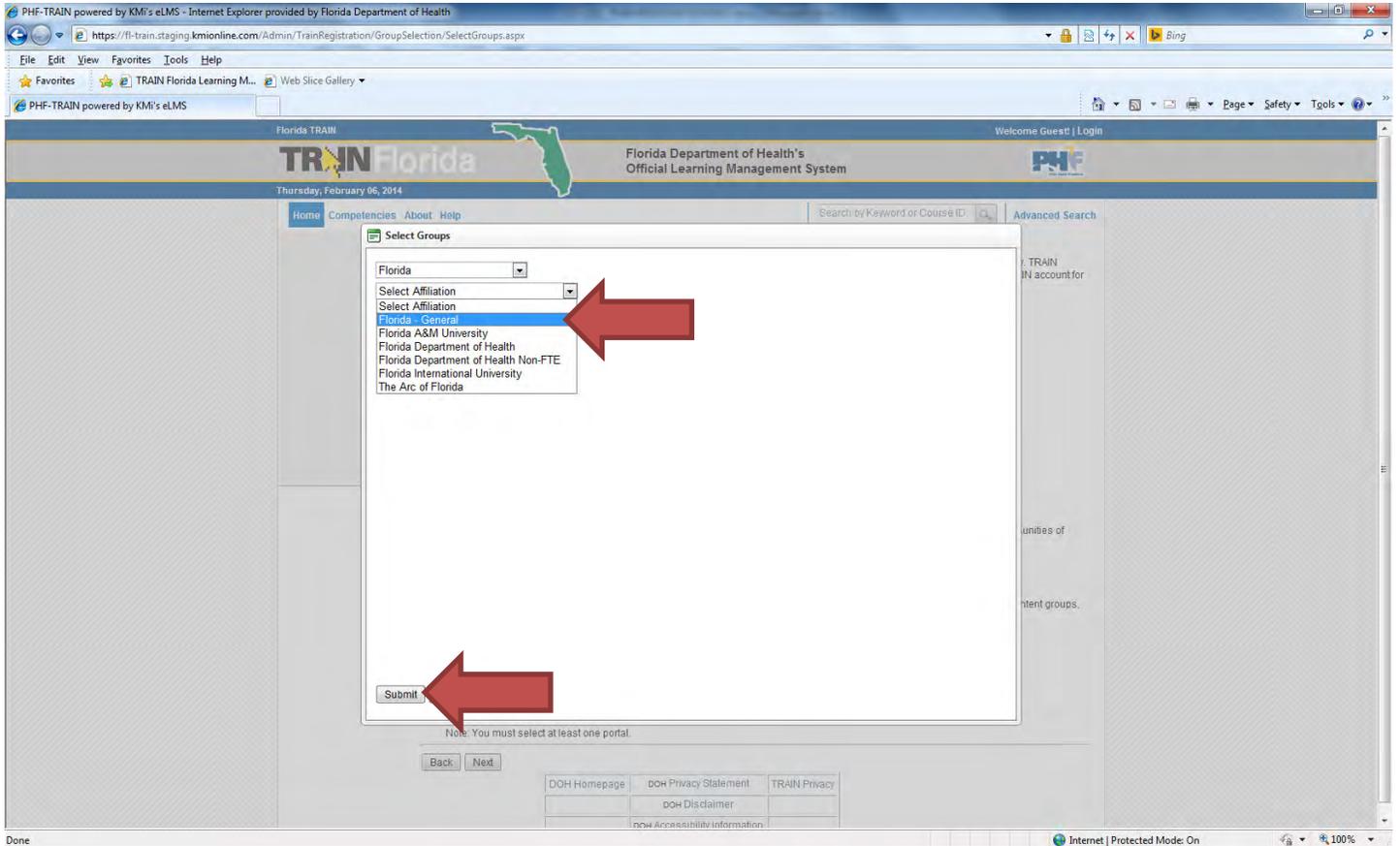


Figure 10





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Select **Next** (Fig. 11).

The screenshot shows the TRAIN Florida registration interface. At the top, there is a navigation bar with 'Home', 'Competencies', and 'About Help'. Below this is a search bar and an 'Advanced Search' link. The main content area is titled 'Group Selection' and contains instructions for selecting portals. It lists four portals: State Portal, MRC Portal, CDC Portal, and HRSA Portal, each with a 'Select Groups' button. A red arrow points to the 'Next' button at the bottom of the page, which is highlighted in a light blue color. A note above the buttons states: 'Note: You must select at least one portal.'

Figure 11





Select at least one **Professional Role** (Fig. 12), Click **Next**.

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available. If the "Other" option is selected, please enter specialization.

Attribute category: Professional Role. Please choose at least 1 attribute(s).

| Professional Role | Value |
|--|--------|
| <input type="checkbox"/> Allied Health Professional | Select |
| <input type="checkbox"/> Administrator / Director / Manager | |
| <input type="checkbox"/> Administrative Support Staff | |
| <input type="checkbox"/> Animal Control Specialist / Veterinarian | |
| <input type="checkbox"/> Biostatistician | |
| <input type="checkbox"/> Childcare Provider | |
| <input type="checkbox"/> Communicable Disease / Infection Control Staff | |
| <input type="checkbox"/> Computer / Information Systems Specialist | |
| <input type="checkbox"/> Dental Professional | Select |
| <input type="checkbox"/> Emergency Responder | Select |
| <input type="checkbox"/> Environmental Health Professional | Select |
| <input type="checkbox"/> Epidemiologist / Surveillance Staff | Select |
| <input type="checkbox"/> Finance and Budget Staff | |
| <input type="checkbox"/> Food Services / Facilities Management Staff / Housekeeper | |
| <input type="checkbox"/> Government Official | Select |
| <input type="checkbox"/> Health Educator | |
| <input type="checkbox"/> Human Services Personnel | |
| <input type="checkbox"/> Laboratory Professional / Technician | |
| <input type="checkbox"/> Law Enforcement | |
| <input type="checkbox"/> Legal Professional | |
| <input type="checkbox"/> Librarian / Information Specialist | |
| <input type="checkbox"/> Licensure / Inspection / Regulatory Specialist | |
| <input type="checkbox"/> Medicaid Personnel | |
| <input type="checkbox"/> Medical Examiner / Coroner | |
| <input type="checkbox"/> Mental and Behavioral Health Professional | Select |
| <input type="checkbox"/> Nurse | Select |
| <input type="checkbox"/> Occupational Health and Safety Personnel | |
| <input type="checkbox"/> Outreach / Field Worker | |
| <input type="checkbox"/> Pharmacy Professional | Select |
| <input type="checkbox"/> Physician | Select |
| <input type="checkbox"/> Non-Physician Clinician | Select |
| <input type="checkbox"/> Policy / Planner | |
| <input type="checkbox"/> Program Specialist | |
| <input type="checkbox"/> Public Health Official | |

Figure 12





Select **Work Setting** (Fig. 13), Click **Next**.

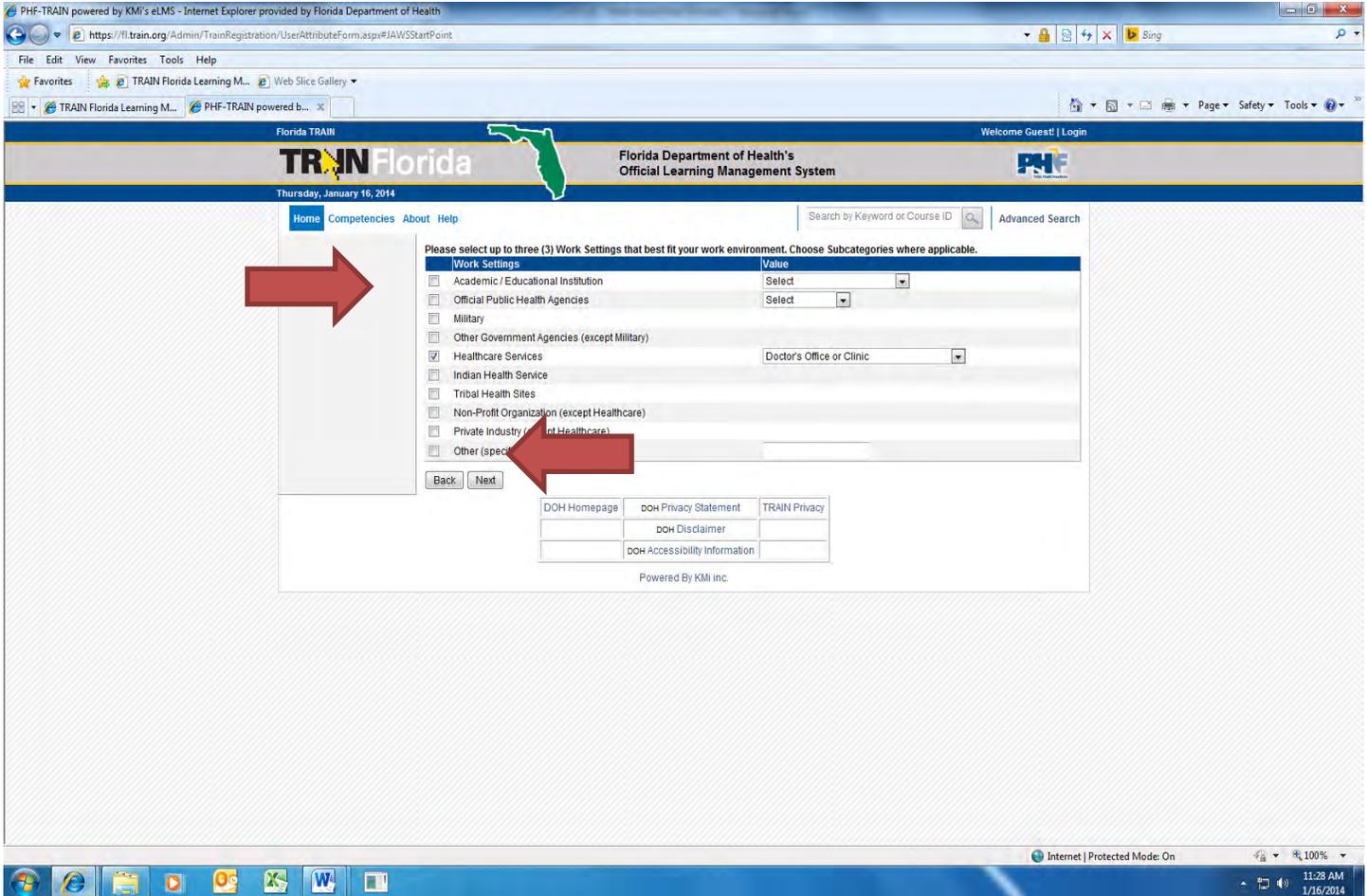


Figure 13





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Select **Demographic Information** (Fig. 14), Click **Next**.

The screenshot shows a web browser window displaying the TRAIN Florida registration page. The page title is "Please select appropriate demographic information (optional)". The form contains the following fields:

| Demographic Information | Value |
|------------------------------------|----------------------|
| Education level (highest attained) | Select |
| Sex | Female |
| Ethnicity | Select |
| Race | Select |
| Birth Date | (Format: MM/DD/YYYY) |
| Primary Language | Select |
| Secondary Language | Select |

Below the form are "Back" and "Next" buttons. A red arrow points to the "Next" button. At the bottom of the form, there are links for "DOH Homepage", "DOH Privacy Statement", "TRAIN Privacy", "DOH Disclaimer", and "DOH Accessibility Information". The page is powered by KMI inc.

Figure 14





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Select **Professional License Information** (Fig. 15), Click **Next**.

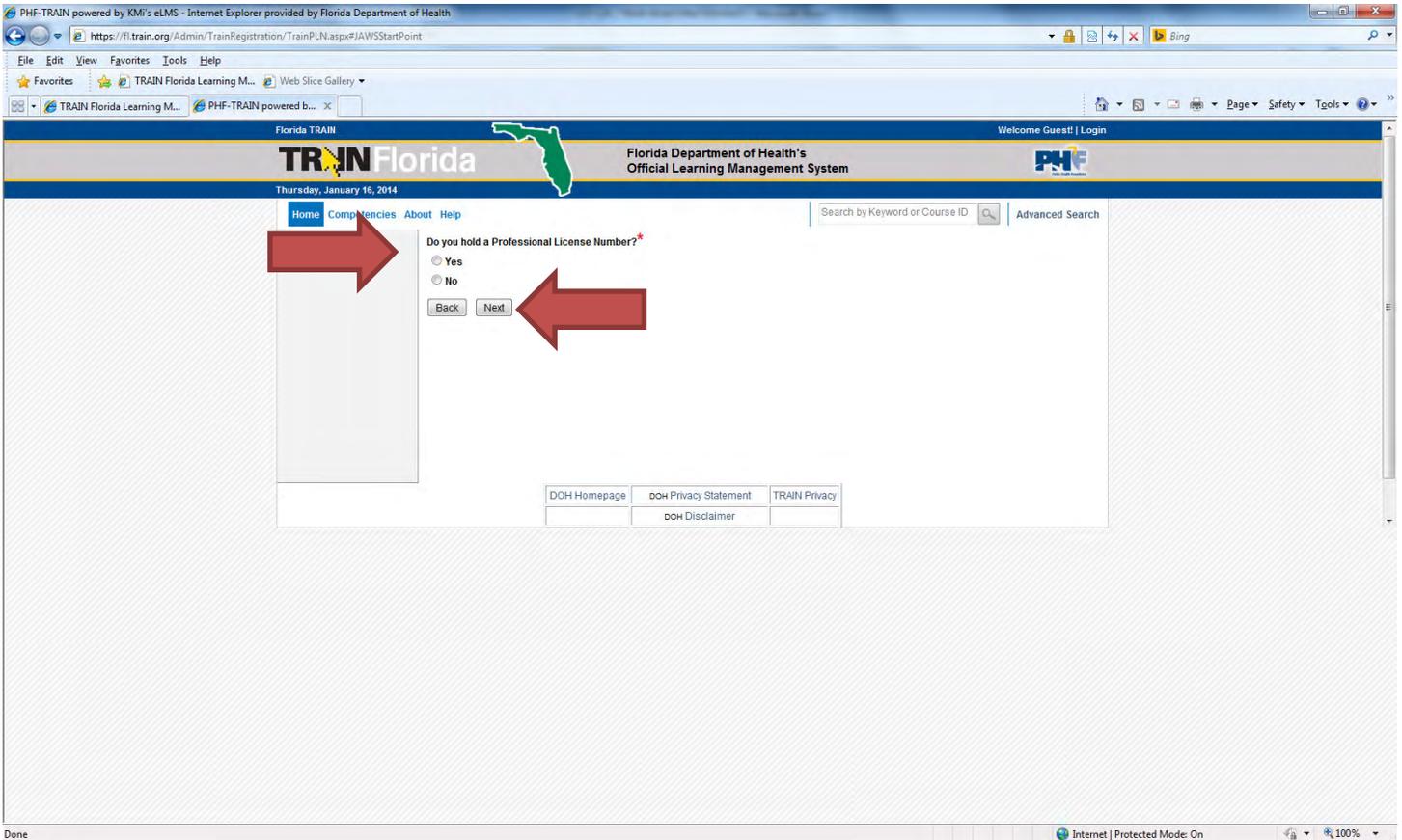


Figure 15





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Click **Continue** (Fig. 16).

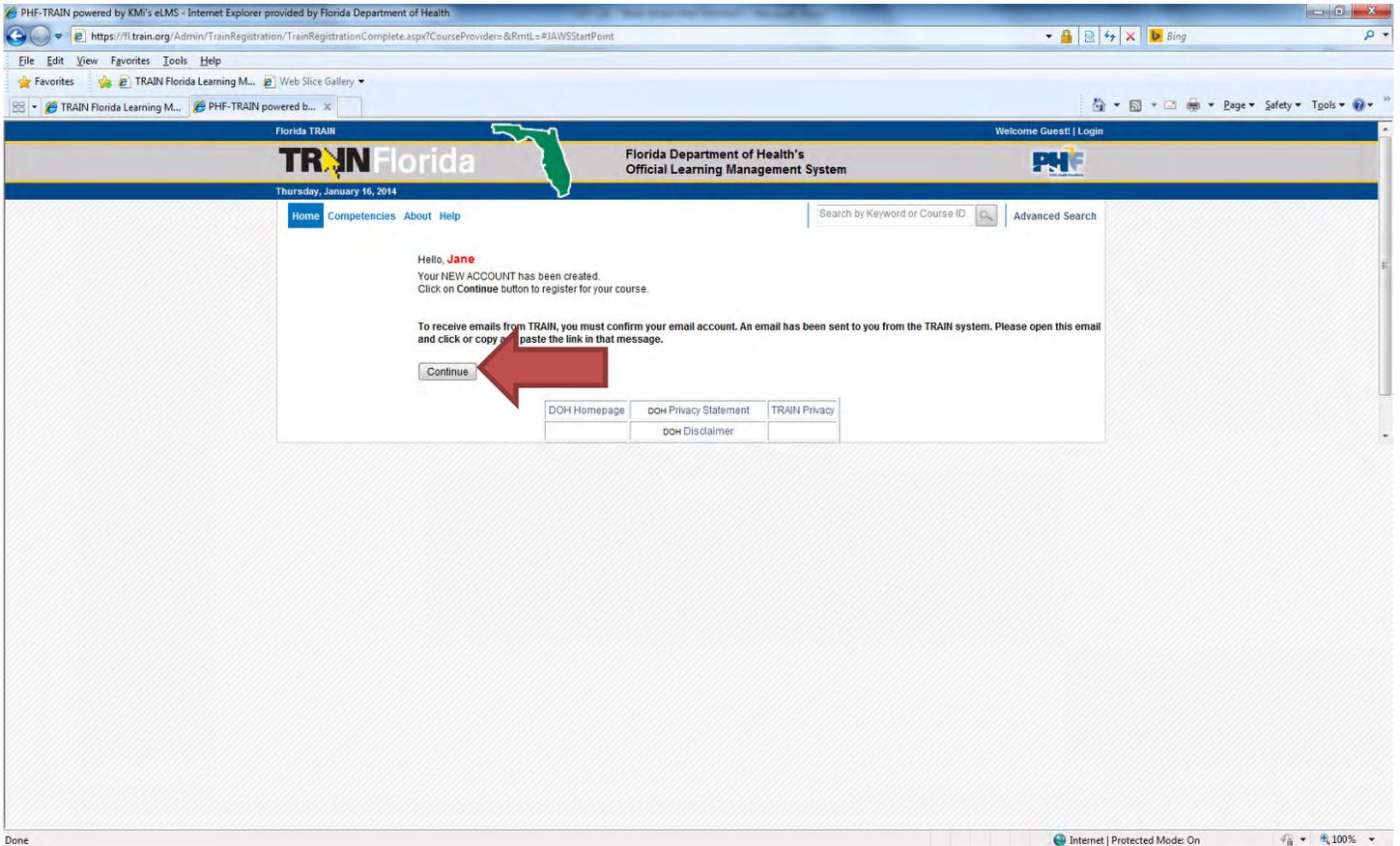


Figure 16

Congratulations, you now have a TRAIN Florida account!

You are ready to proceed to course registration through TRAIN.





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Click **Registration** (Fig. 17).

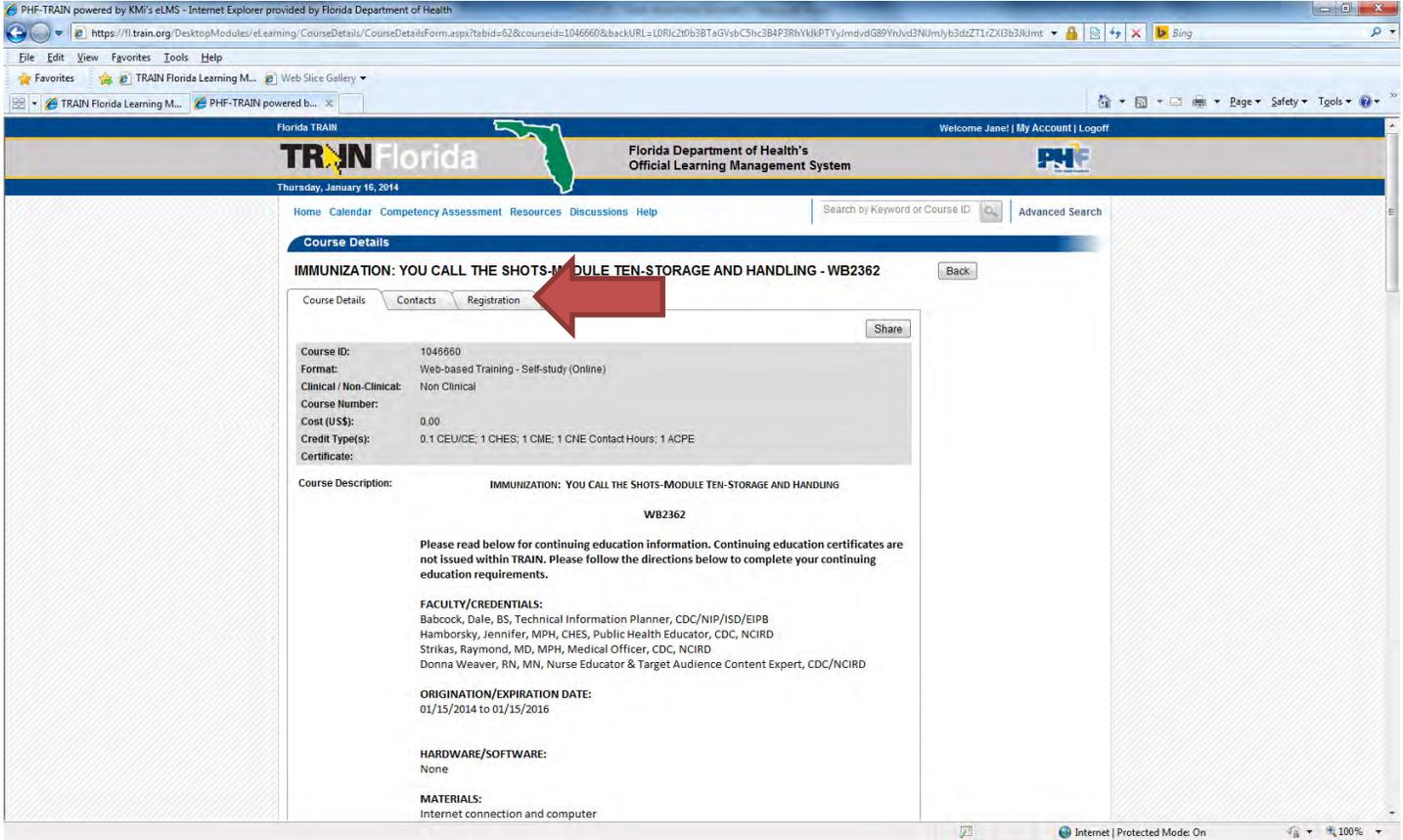


Figure 17





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Upon clicking launch in TRAIN you will be redirected to CDC courses.

Click **Launch** (Fig. 18).

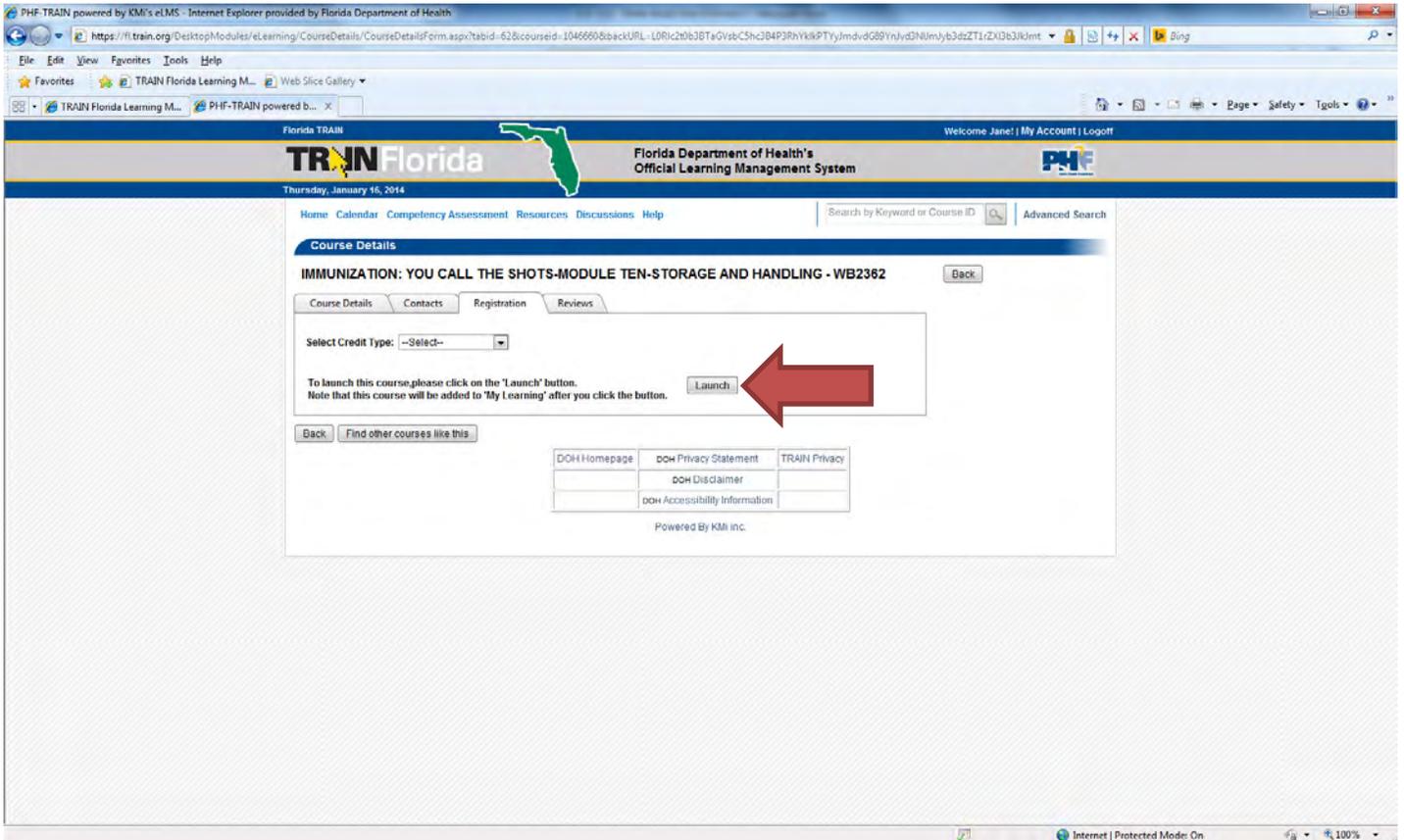


Figure 18





The CDC website courses are listed (Fig. 19). Take courses and download certificate of completion for each course.

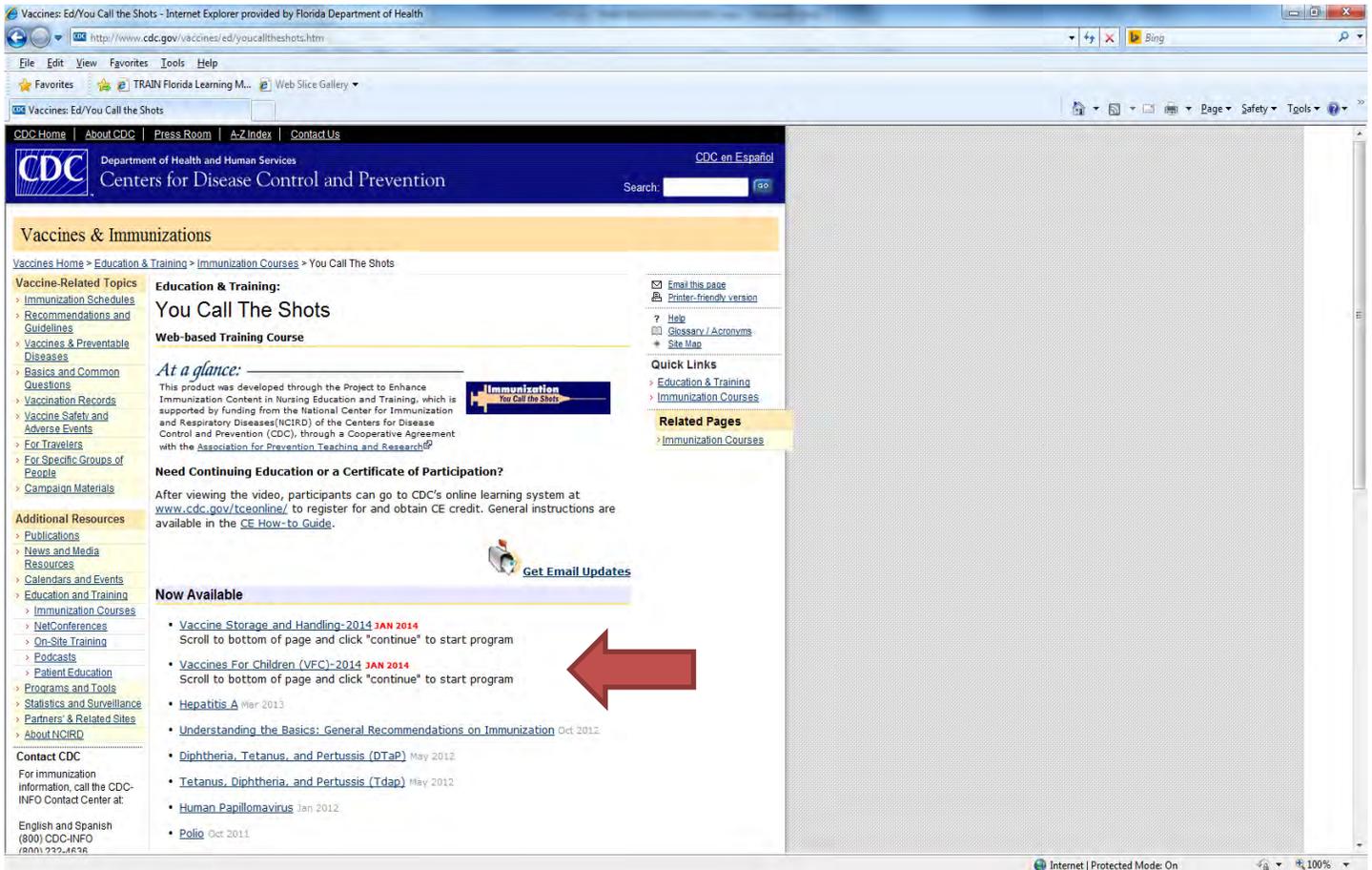


Figure 19

