

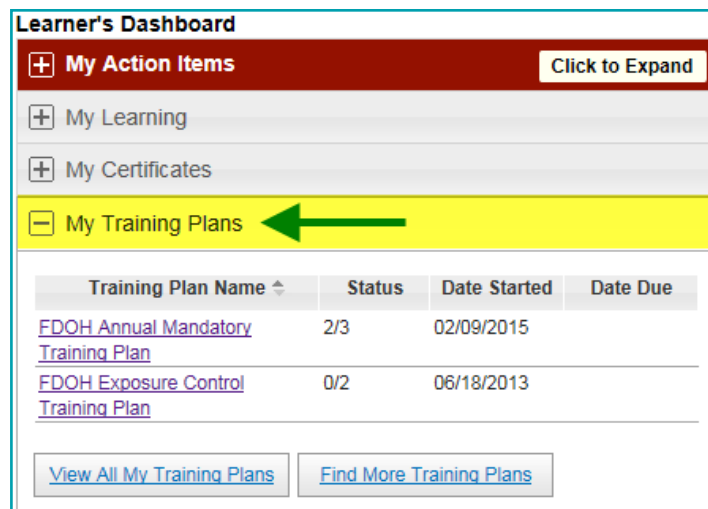
Training plans are groups of training courses put together by TRAIN Florida Administrators to make it easier for learners to locate courses that may be required of them and make reporting on these courses easier for the organization. They can be meant for all learners, or specific groups of learners within your organization.

The following sections will help you locate, access, and [manage](#) your TRAIN Florida Training Plans as well as [locate and assign yourself](#) to training plans you find interesting or necessary.

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

Step 2: Locate your learner **Dashboard** – Click on the **My Training Plans** tile to open the menu.

You will see a list of the training plans that have been assigned to you, or that you have assigned to yourself.



Learner's Dashboard

My Action Items Click to Expand

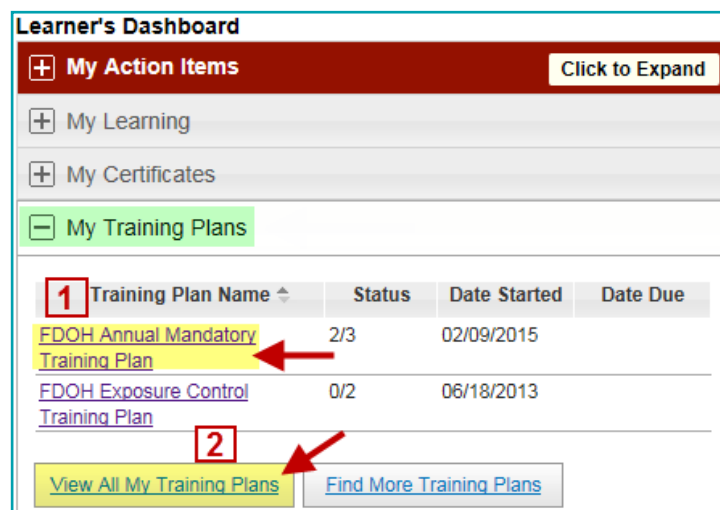
- My Learning
- My Certificates
- My Training Plans** ←

Training Plan Name	Status	Date Started	Date Due
FDOH Annual Mandatory Training Plan	2/3	02/09/2015	
FDOH Exposure Control Training Plan	0/2	06/18/2013	

[View All My Training Plans](#) [Find More Training Plans](#)

Step 3: There are **two ways to access a training plan** so you can review or register for the courses:

1. [Click on the Training Plan Name](#)
2. [Click the View All My Training Plans Button](#)



Learner's Dashboard

My Action Items Click to Expand




- My Learning
- My Certificates
- My Training Plans









1 Training Plan Name	Status	Date Started	Date Due
FDOH Annual Mandatory Training Plan ←	2/3	02/09/2015	
FDOH Exposure Control Training Plan	0/2	06/18/2013	

2 [View All My Training Plans](#) [Find More Training Plans](#)

1. **Clicking on the Training Plan Name** – You will be taken to the **My Training Plan** page for your chosen plan. The page displays all courses associated with your plan, the format of the courses and, the completion status and date. The courses will also be labeled as required or optional for completing the plan.

The page has icons to identify who assigned the plan, and mark the ability to access details for completed courses:

-  **Added Manually** – indicates that the training plan was added by the learner.
-  **Added by Administrator** – indicates that the training plan was added by a TRAIN Florida Administrator.
-  **Manage Course Registration** – only appears next to completed and/or verified courses in a training plan. Clicking this icon gives you access to the Course Registration Management page for the course.

My Training Plan					
 = Added Manually  = Added By Administrator  = Manage course registration					
Tip: To sort by any column, click the column heading. Or use default order Tip: You must register for each course within the training plan by clicking on the title.					
	Course Title	Format	Target Completion	Status	Completion date
	FDOH Annual Mandatory Training Plan	Training Plan	Set		
 	FDOH Mandatory Refresher Training FY14-15 (required)	Web-based Training - Self-study	-	Verified	2/11/2015
	FDOH Information Security and Privacy Awareness (required)	Web-based Training - Self-study	-	Not Started	
 	FDOH Test Course - Instructional (required)	Web-based Training - Self-study	-	Verified	2/23/2015

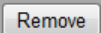
NOTE: Having a training plan assigned to you, or assigning yourself to a training plan, does not automatically register you for the courses in the plan

You must register for each individual course listed in the training plan.

To access a course – click the course title.

For guidance on how to register for and complete courses - refer to the help guides:

[How Do I Manage a TRAIN Florida Course?](#) and
[How Do I Complete a Blended Learning Course?](#)

If you have chosen a self-assigned training plan, you will see a Remove button  next to the title of the training plan. You have the choice to remove yourself from the plan by clicking this button. Removing a plan does not remove you from in progress courses it simply removes you from the plan roster. The remove button will only appear on learner added training plans.

You cannot remove yourself from a training plan assigned to you by a TRAIN Florida Administrator and must complete the assigned plan as directed.

2. **Clicking the View All My Training Plans Button** – You will be taken to a **My Training Plan** page that will list **all** training plans you have been assigned to, and/or have assigned to yourself.

This page has all of the same features and functions listed in [Step 3.1](#)

My Training Plan						
Course Title	Format	Target Completion	Status	Completion date		
= Added Manually = Added By Administrator = Manage course registration Click to remove yourself from a self-assigned plan						
Tip: To sort by any column, click the column heading. Or use default order Tip: You must register for each course within the training plan by clicking on the title.						
		FDOH Annual Mandatory Training Plan	Training Plan	Set		
		FDOH Mandatory Refresher Training FY14-15 (required)	Web-based Training - Self-study	-	Verified	2/11/2015
		FDOH Information Security and Privacy Awareness (required)	Web-based Training - Self-study	-	Not Started	
		FDOH Test Course - Instructional (required)	Web-based Training - Self-study	-	Verified	2/23/2015
Remove		FDOH Exposure Control Training Plan	Training Plan	Set		
		FDOH Bloodborne Pathogens (required)	Blended Learning Series	-	Not Started	
		FDOH Annual OSHA Review (required)	Blended Learning Series	-	Not Started	
		FDOH HIV/AIDS 101 In the News (optional)	Web-based Training - Self-study	-	Verified	6/18/2013

Step 4: To locate and assign yourself to a training plan

TRAIN Florida offers the option to assign yourself to training plans you may find of interest or you need to maintain professional training requirements, licensing, etc. These plans may be available from the Florida Department of Health, your organization, or a TRAIN National affiliate course provider.

From the **My Training Plans** menu – Click the **Find More Training Plans** button

Learner's Dashboard

+ My Action Items Click to Expand

+ My Learning

+ My Certificates

- My Training Plans

Training Plan Name	Status	Date Started	Date Due
FDOH Annual Mandatory Training Plan	2/3	02/09/2015	
FDOH Exposure Control Training Plan	0/2	06/18/2013	

View All My Training Plans
Find More Training Plans

- 5: You will be directed to the **Course Search** page for training plans. All training plans available to your TRAIN Florida grouping, will be listed by Training Plan Name and include a Description of the training plan.

To access the list of courses offered in a training plan, click on the **Training Plan Name**.

Course Search	
Training Plan Name	Description
Basics of Public Health Preparedness	<p>These ten introductory, online trainings provide the main concepts of public health preparedness. Each module can be completed within 15 minutes to 50 minutes.</p> <p>Modules include:</p> <ul style="list-style-type: none"> Module 1: Introduction to Public Health Preparedness for Preparedness Staff Module 2: Public Health Preparedness Planning Module 3: Public Health Preparedness Exercises Module 4: Medical Countermeasures Module 5: Responder Health and Safety Module 6: Occupational Health for Public Health Responders Module 7: Disaster Behavioral Health Module 8: Working with Community Partners Module 9: Disaster Epidemiology Module 10: Risk Communication <p>Modules are intended for staff from state and local health departments.</p> <p>This training was developed with the support of the UNC Preparedness and Emergency Response Learning Center (UNC PERLC), a funded project of the Centers for Disease Control and Prevention (CDC Cooperative Agreement 1U90TP000415). The UNC PERLC gratefully acknowledges the contributions of the West Virginia Center for Threat Preparedness and the North Carolina Public Health Preparedness and Response Branch in shaping the content and framework for this training.</p>
E is for Epidemiology	<p>These eleven introductory, online trainings provide the main concepts of epidemiology. Each module can be completed within 15 minutes to 40 minutes.</p> <p>Modules include:</p> <ul style="list-style-type: none"> Module 1: Epidemiology: A Basic Public Health Science Module 2: The Practice of Epidemiology: An Overview Module 3: Epidemiology Tools and Methods Module 4: Epidemiology Partners and Resources Module 5: Descriptive Epidemiology Module 6: Study Designs for Analytic Epidemiology Module 7: Data Analysis Basics for Analytic Epidemiology Module 8: Introduction to Surveillance Module 9: Federal Public Health Surveillance Module 10: Epidemiology Applications: Disaster and Environmental Epidemiology Module 11: Epidemiology Applications: Forensic Epidemiology & Maternal and Child Health Epidemiology <p>Modules were developed to introduce non-epidemiologists to the basic concepts of epidemiology.</p> <p>This training was developed with the support of the UNC Preparedness and Emergency Response Learning Center (UNC PERLC), a funded project of the Centers for Disease Control and Prevention (CDC Cooperative Agreement 1U90TP000415). The UNC PERLC gratefully acknowledges the contributions of the West Virginia Center for Threat Preparedness and the North Carolina Public Health Preparedness and Response Branch in shaping the content and framework for this training.</p>


Step 6: The **Course Search** page for your chosen plan will open.

Confirm the plan title by clicking on **Search Parameters**.

This page will include the full description of the training plan, as well as a list of the courses assigned to the plan. This allows you access to fully review the plan, and its courses to decide if it is what you are looking for.

The list is sorted by course Title, Type, Sponsor/Offerer and Format.

The ratings of the courses are also available on this list.

If credits are associated with a course, it is indicated with the rolled paper icon .

You can review the courses individually by clicking on the course titles.

To assign yourself to the training plan – Click the **Add to My Training Plan** button.

Course Search

Search Parameters

By Training Plan: **E is for Epidemiology** Search returned 11 items

Search Result

Description:
 These eleven introductory, online trainings provide the main concepts of epidemiology. Each module can be completed within 15 minutes to 40 minutes.

Modules include:

- Module 1: Epidemiology: A Basic Public Health Science
- Module 2: The Practice of Epidemiology: An Overview
- Module 3: Epidemiology Tools and Methods
- Module 4: Epidemiology Partners and Resources
- Module 5: Descriptive Epidemiology
- Module 6: Study Designs for Analytic Epidemiology
- Module 7: Data Analysis Basics for Analytic Epidemiology
- Module 8: Introduction to Surveillance
- Module 9: Federal Public Health Surveillance
- Module 10: Epidemiology Applications: Disaster and Environmental Epidemiology
- Module 11: Epidemiology Applications: Forensic Epidemiology & Maternal and Child Health Epidemiology

Modules were developed to introduce non-epidemiologists to the basic concepts of epidemiology.
 This training was developed with the support of the UNC Preparedness and Emergency Response Learning Center (UNC PERLC), a funded project of the Centers for Disease Control and Prevention (CDC Cooperative Agreement 1U90TP000415). The UNC PERLC gratefully acknowledges the contributions of the West Virginia Center for Threat Preparedness and the North Carolina Public Health Preparedness and Response Branch in shaping the content and framework for this training.

Add to My Training Plan

Tip: To sort by any column, click the column heading. Or use default order by [Display Order](#)
Tip: To view course description, click on the Course Title
Tip: Alphabetical page indexing is used when sorted by Title, Sponsor/Officer or Format.
 \$ = Fee associated with the course * = Credit is offered
 Show expired courses

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		
	\$ *	Title	Sponsor/Officer	Format	Rating
	*	Epidemiology: A Basic Public Health Science (E is for Epi, Session 1.1)	UNC Center for Public Health Preparedness	Web-based Training - Self-study	★★★★☆ (59) 4.3 out of 5 stars
	*	The Practice of Epidemiology: An Overview (E is for Epi, Session 1.2)	UNC Center for Public Health Preparedness	Web-based Training - Self-study	★★★★★ (46) 4.7 out of 5 stars
	*	Epidemiology Tools and Methods (E is for Epi, Session 2.1)	UNC Center for Public Health Preparedness	Web-based Training - Self-study	★★★★★ (41) 4.6 out of 5 stars
	*	Epidemiology Applications: Disaster and Environmental Epidemiology (E is for Epi, Session 5.1)	UNC Center for Public Health Preparedness	Web-based Training - Self-study	★★★★☆ (24) 4.4 out of 5 stars
	*	Epidemiology Applications: Forensic Epidemiology & Maternal and Child Health Epidemiology (E is for Epi, Session 5.2)	UNC Center for Public Health Preparedness	Web-based Training - Self-study	★★★★★ (24) 4.6 out of 5 stars

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

You are now enrolled in the training plan, and it will be listed in your My Training Plans tool.

If you have any questions regarding, or require assistance with, TRAIN Florida Training Plans please contact your [Local TRAIN Florida Administrator](#).