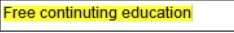This brief document is to help guide learners on how to find Free Continuing Education courses in TRAIN Florida. These courses may be of help in maintaining professional education requirements.

Firs step - Go to TRAIN Florida and log in

Follow the steps below to search for Free Continuing Education courses from your TRAIN Florida home page:

- Enter **Free Continuing Education** in the **Search by Keyword or Course ID** field located in the top right of your home page – Click the **Search** icon `Free continuing education` 🔍
- The TRAIN Florida **Course Search** page will open. This page will list all available Free Continuing Education courses accessible through TRAIN Florida

  A helpful way to find a course is to sort the list by Title. You can also use the alphabet based filtering feature located at the bottom of the page to help with your search
- Once you have sorted the list, and located the title of a training course you are interested in, access and review the course details for the training course. To access the **course details** - Click on the **course name**
- **If you decide if the course is for you**, click on the **Registration** tab
- On the Registration page - Click on the **Launch** button to register for and access the course. **NOTE:** some courses may have different types of access and completion **

Using the Advanced Search Feature

To help narrow your search, you can choose to use the use the Advanced Search Feature. The steps below will help you find and use this feature:

- Click on the **Advance Search** link located on the top right of your home page `Advanced Search`
- In the **Search Options** menu - Click on the **By Credit Type** link
- On the **Course Search** page, select the credit type you need, and check the **Free courses only** check box ☑ `Free courses only` to narrow the search
- You can also use a Keyword to help and use "OR" or "AND" to better define your selected keyword search criteria – you can keyword search for an exact phrase by using quotes

Please NOTE: Some courses on the list may require you to access another Learning Management System, outside of TRAIN Florida, to register for and complete a course.

In these cases, be sure to mark the course listing in TRAIN Florida as **Completed**, so the course will appear on your TRAIN Florida transcript. **If there is a certificate**, you will need to upload it to your Transcript ** as well.

** The **How do I Manage a TRAIN Florida Course**, **How do I Complete a Blended Learning Series Course**, and **How to Upload a Training Certificate** help documents will provide you with more details about registering for and completing courses fully, in TRAIN Florida.

If you have any questions regarding locating Free Continuing Education courses, or technical questions about TRAIN Florida contact your **Local TRAIN Florida Administrator**