Florida Department of Health staff please Do Not add old DOH LMS trainings into TRAIN Florida using the TRAIN Florida Non-TRAIN Courses tool.

Contact **DOHLMSSupport@flhealth.gov** if you are in need of a transcript for pre-TRAIN Florida, DOH LMS courses.

If you have completed a training course outside of TRAIN Florida and the course is not listed in the TRAIN Florida system, you can add the course and, if available, the certificate of completion to your TRAIN Florida Transcript. This is a way to help you keep your professional trainings in one easy to access location.

Non-TRAIN courses **must be reviewed by a TRAIN Florida Administrator** before they can be marked as Verified on your TRAIN Florida Transcript, to help ensure a proper record of your training.

This document will guide you on how to add a Non-TRAIN course to your TRAIN Florida Transcript, edit the course information if necessary, and add a certificate to the course if appropriate.

Step 1: Go to **TRAIN Florida** and **log in**

Step 2: Locate your personal **Dashboard** - Click on the **My Learning** tile to open the menu.

> Click on the **TRAIN Transcript** button.
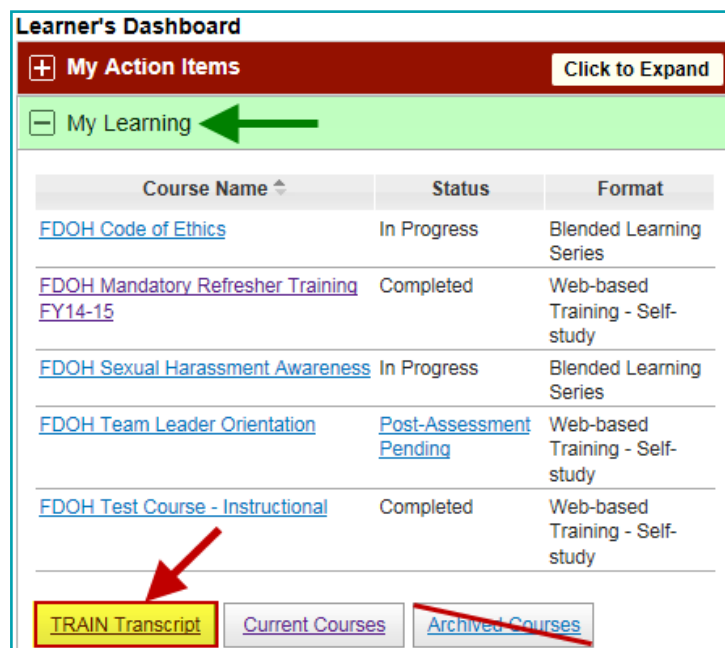
Step 3: You will be directed to your **Transcript** screen.

> Locate the **Non-TRAIN Courses** section, at the bottom of your transcript.

> Locate and click on the **Add** | Add | button.

Transcript

Add Trainingfinder Course

Tip: To sort the transcript by column, click the title-text of that column.

Export

Click on course title to view course details

Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verified	Withdrawn	
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	☑	☐	R
A General Overview of Public Health Accreditation	Reviews	6/19/2013	6/19/2013	Web-based Training - Self-study	N/A	95.00 points 100.00%	N/A	☐	☐	R
Upload External Certificate										
FDOH Workplace Safety 13-14	Reviews	10/28/2013	10/29/2013	Web-based Training - Self-study	N/A	102.00 points Passed	Contact Hours: 1	☑	☐	R

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 16 of 16

R - Remove course from Transcript

✎ - 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)

Non-TRAIN Courses

Add

Course	Started	Completed	Format	Score	Credit	Verified

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 0 to 0 of 0

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

This screen is a form designed for you to enter the information, grade, and credit type you have for your Non-TRAIN course.

The information entered will be accessible to the TRAIN Florida Administrators when they review the course for verification.

Please provide all requested course detail information as well as the required information when completing this form, this will ensure a quick verification.

All information **required** by the TRAIN system will be marked by a **red asterisk** ✳ the system will not let you continue if you leave one of the required fields blank.

Please fill in all text fields using **Spell Case** (Example: John Smith / Jones Avenue) and use full words whenever possible – limit the use of abbreviations or acronyms.

The **Course Format** field and **Credit Type** field provide drop down menus – be sure to select your entries from these lists.

Non-TRAIN Course Details

* = required fields.

Title:*	Non-TRAIN Test Course
Start date:*	3/18/2015
Completion date:*	3/18/2015
Course URL:	https:/nontraintesturl.com
Course Format:	Web-based Training - Self-study
Course Provider Name:*	TRAIN Florida Support Team
Course Grade Points:	100
Course Grade Percentage:	100 %
Credit Type:*	CEU/CE
Amount:*	2
Contact Name:*	John Smith
Contact Phone:	850-245-4008
Contact Email:	John.SmithTest@flhealth.gov
Additional Info:	This is a test entry for the Non-TRAIN course.
Verified:	☐

Course Format list:
--Select--
Web-based Training - Self-study
Webcast (on demand)
Webstream/Archived Webcast
Audioconference
Meeting
On-Site - Classroom course or workshop
On-Site - Conference
Satellite Broadcast
Tabletop Exercise or Drill
Videoconference
Web-based Training - Facilitated
Webcast (live event)
Audio Tape
CD-ROM
Computer-based Training
DVD
Other
Text-based (print and electronic based)
Videotape
Blended Learning Series
Conference
Seminar (Training)
Workshop
Table Top
Game
Drill
Functional
Full Scale

Credit Type list:
ADA- American Dental Association
ADA CERP
ADA/CERP: Continuing Education Credit Hours
Adv. PDS
ANCC: Contact Hours Continuing Nursing Education
AOTA: Contact Hours/CEUs
APA: Continuing Education Credit
ASHA: CEUs
ASWB: Continuing Education Clock Hours
CA BBS-The California Board of Behavioral Sciences
CDR: Continuing Professional Education Units
CEC - Dental
CEM
Certificate of Attendance
Certification
CEU/CE
CHES
Childcare Providers
CLE
Clock Hours
CME
CNE Contact Hours
Contact Hours
Contact Hours of ANCC
COPE: Continuing Optometric Education (COE)
CPHCE
Developmental Disabilities
Dietitians CPE
E-CERP
Emergency Medical Technician

Save   Cancel

When you have finished entering your course information, click the **Save** button to submit the form for review, and add the course to your TRAIN Florida Transcript.

NOTE: The course will now be listed on your transcript in the Non-TRAIN Courses section, but it will not be marked as Verified until a TRAIN Florida Administrator has reviewed the details.

Non-TRAIN Courses   Add

Click on course title to view course record

Course		Started	Completed	Format	Score	Credit	Verified
Non-TRAIN Test Course	Upload External Certificate	3/18/2015	3/18/2015	Web-based Training - Self-study	100.00 points 100.00%	CEU/CE: 2	☐

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

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Step 5: **Notify your TRAIN Florida Administrator**

To ensure the quick verification of your Non-TRAIN course <u>you must notify your TRAIN Florida Local Administrator</u> and let them know you have a course ready for review.

DOH staff - Click this link **TRAIN Florida Local Administrators** and locate the Administrator for you area. The .pdf document will open in a new window.

NOTE: The list above is a list of Florida Department of Health TRAIN Florida Administrators. Your organization may have a different contact list.

Once you have located your Local Administrator on the list, **click on their e-mail address** to open an e-mail addressed to the Administrator.

Use the **Subject Line: Non-TRAIN Course Details form for review - {your full name}** and send the e-mail. You may choose to include information in the body of the e-mail, but it is not necessary.

Editing your Non-TRAIN Course details

Once your Non-TRAIN course is entered in to your transcript you can update or edit the course information if needed. For example, edits can be done if requested by a TRAIN Florida Administrator, or updates can be made to a Verified course if more information becomes available.

The following steps will guide you on how to edit your Non-TRAIN Course Details.

Step 1: Follow Steps 1 & 2, Page 1 of this document.

Step 2: You will be directed to your **Transcript** screen.
Locate the **Non-TRAIN Courses** section, at the bottom of your transcript.

Click on the **title of the course** you would like to edit or update.

Step 3: The **Non-TRAIN Course Details** screen will open, and show you the completed form for the course, see Step 4, Page 3 of this document. You may edit or update any field on this screen.

As you make your changes, make sure not to delete the information from any required fields.

All information **required** by the TRAIN system will be marked by a **red asterisk** *

Step 4: After you have finished your update - Click the **Save** [Save] button at the bottom of the screen.

Step 5: If your Non-TRAIN course has already been Verified, you do not need to notify your Local Administrator of the changes.

If your changes were made before notifying, or at the request of, your TRAIN Florida Administrator - you must notify your TRAIN Florida Local Administrator via e-mail to let them know your course is ready for review.

Add a Certificate to your Non-TRAIN Course

If you have a certificate of completion for any a Non-TRAIN course on your transcript, you can add it at any time, even after the course has been Verified.

The following steps below will guide you on how to add a certificate to a Non-TRAIN course.

NOTE: Be sure to save an electronic copy of your certificate in an easy to locate folder in your computer before you try to add it to the course.

Step 1: Follow Steps 1 & 2, Page 1 of this document.

Step 2: You will be directed to your **Transcript** screen.
Locate the **Non-TRAIN Courses** section, at the bottom of your transcript.

Make note of the exact title of your course – you will need this for the upload process.

Click on the **Upload External Certificate** button.

Step 4: The **Upload Certificate** screen will open over the transcript page.

<u>To upload the course certificate to your transcript:</u>

1. Enter the exact title of your course into the **Title** field – This is a required field
2. Click the **Browse** button and locate your certificate on your computer
3. Click on the certificate file, and follow the browse window directions
4. When the certificate file is loaded, the file name will be shown in the **Please select certificate file:** field next to the Browse button
5. To add your certificate – Click the **Upload** button – the window will refresh and show you the uploaded file – Click the **Close** [Close] button

Step 5: A pop up window will open and confirm the upload.
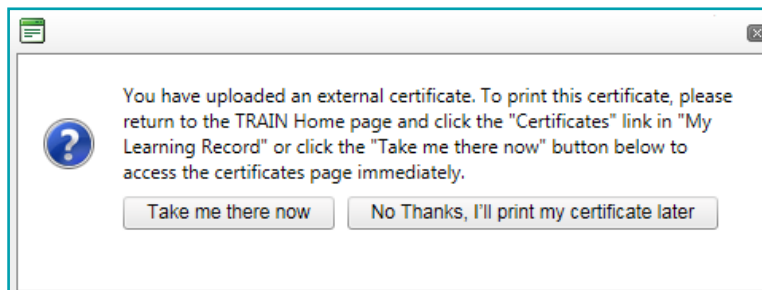
You may choose to access the certificate right away by clicking the **Take me there now** button, or print it later from your My Certificates tool.

Use this help document to locate your certificates – **Where are My Training Certificates?**

If you have questions or need assistance regarding the management of your Non-TRAIN Courses in TRAIN Florida, please contact your **Local TRAIN Florida Administrator**.