

As a TRAIN Florida Local LMS Administrator, you are responsible for approving and verifying Non-TRAIN courses added by learners, to their TRAIN transcripts. You will **NOT** be notified by TRAIN Florida when a learner has added a Non-TRAIN course to their transcripts.

The [How to Manage Non-TRAIN Courses](#) support document, found on the **Learners Knowledge Center Questions and Answers** webpage, tells learners to email their LMS Administrator(s) upon course submission. They are told to use the **Subject Line: Non-TRAIN Course Details form for review - {learner's full name}**

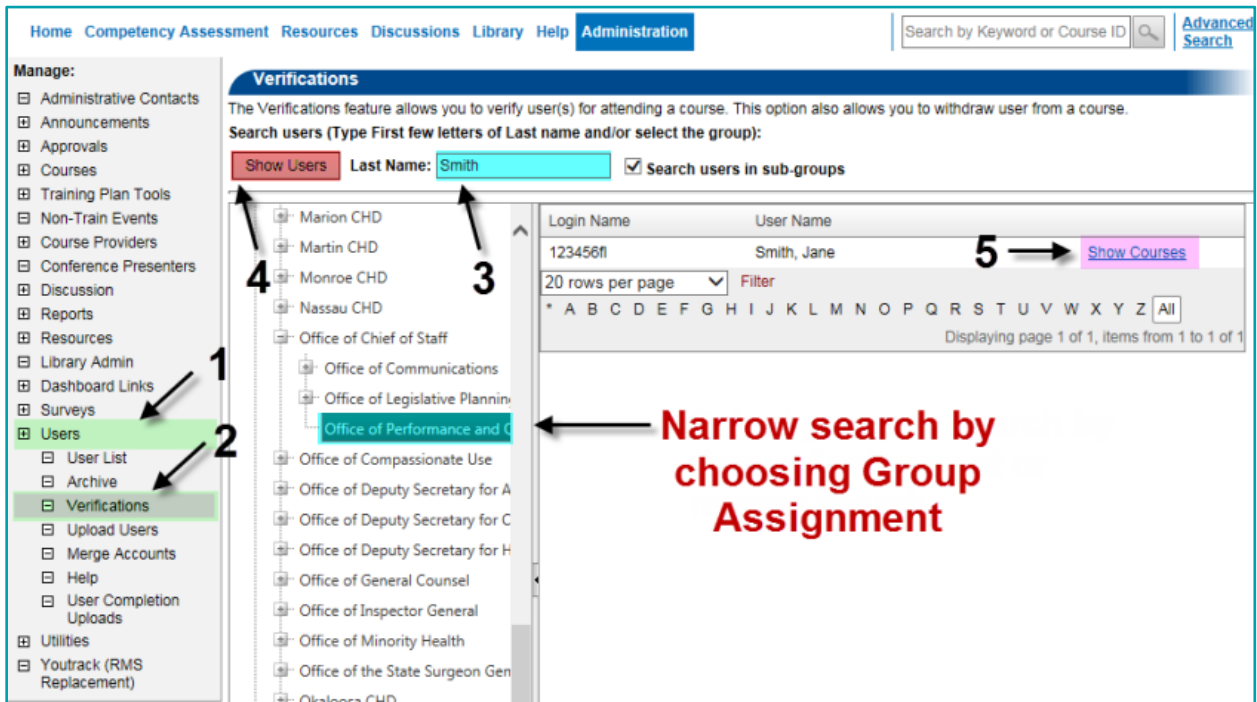
When the Non-TRAIN Course Details form is completed, you will be responsible for reviewing the form. Then you should approve and verify the course, to allow the course to show as officially complete and verified, on the learner's TRAIN transcript.

Step 1: Login to [TRAIN Florida](#)

Step 2: Click **Administration** in the blue top navigation bar.

Home Course Search Calendar Competency Assessment Resources Discussions Library Help **Administration**

Step 3: In the left navigation menu, click **Users (1)** then **Verifications (2)**.



The screenshot shows the 'Verifications' page in the TRAIN Florida system. On the left, the navigation menu has 'Users' (1) and 'Verifications' (2) highlighted. The main area has a search bar with 'Last Name: Smith' (3) and a 'Show Users' button (4). Below the search bar is a list of groups, including 'Office of Performance and Quality' (3), which is selected. A table shows a user 'Smith, Jane' (5) with a 'Show Courses' link next to it. A red text overlay says 'Narrow search by choosing Group Assignment' with an arrow pointing to the group selection.

Step 4: Enter the learner's last name in the **Last Name field (3)** then click the **Show Users button (4)**. To help narrow your search, choose the learner's group assignment, if known.

Step 5: Click the **Show Courses** link next to the learner's name (5).

Step 6: You will be on the **Verifications** page for your learner. Locate the Non-TRAIN course submitted for approval by the learner, it will be labeled as a Non-TRAIN course next to the title. The list will be alphabetized. Click the course title to review the **Non-TRAIN Course Details** form.

Home Competency Assessment Resources Discussions Library Help Administration Search by Keyword or Course ID [Advanced Search](#)

Verifications for Jane Smith
Click on course title to view course details

Course	Registered	Completed	Session Date	Status	Format	Score	Credit	Verified	Withdrawn
Emergency Vehicle Operation - (non-TRAIN course)	12/16/2010 12:00 PM	12/16/2010 12:00 PM	N/A	Completed	On-Site - Classroom course or workshop	N/A	Not Available: 0	<input type="checkbox"/>	<input type="checkbox"/>

Note: All times are listed in ET.

[Back](#)

DOH Homepage	DOH Privacy Statement	TRAIN Privacy
	DOH Disclaimer	
	DOH Accessibility Information	

Verify all provided information, and you may edit the course information if necessary. Review each field carefully for proper formatting and content. Per current TRAIN content standards, please ensure the learner has used spell case, and minimal abbreviations, for the form entries before verifying the course.

If needed, contact the course contacts, visit the web pages, and/or contact the learner to confirm information. If the information provided on the Non-TRAIN Course Details form is not enough for verification of the course, or if the information is incorrect, please contact the learner and have them provide you with the necessary information, before you verify the course.

Non-TRAIN Course Details

* = required fields.

Title:

Start date:

Completion date:

Course URL:

Course Format:

Course Provider Name:

Course Grade Points:

Course Grade Percentage: %

Credit Type:

Amount:

Contact Name:

Contact Phone:

Contact Email:

Additional Info:

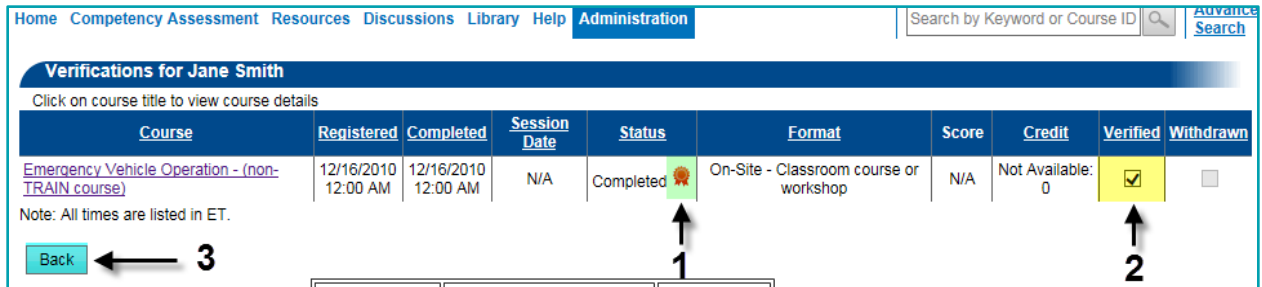
Verified:


Created By: Jane Smith
Created Date: 4/21/2015

Last Time Updated By: Jane Smith
Last Time Updated Date: 4/21/2015


After you have reviewed, edited (if appropriate), and confirmed the **Non-TRAIN Course Details** form details, click the **Save** button.

Step 7: You will be returned to the **Verifications** page. If a certificate has been uploaded, you can view it by clicking on the **certificate icon (1)** found in the Status column.



Course	Registered	Completed	Session Date	Status	Format	Score	Credit	Verified	Withdrawn
Emergency Vehicle Operation - (non-TRAIN course)	12/16/2010 12:00 AM	12/16/2010 12:00 AM	N/A	Completed 	On-Site - Classroom course or workshop	N/A	Not Available: 0	<input checked="" type="checkbox"/> (2)	<input type="checkbox"/>

Note: All times are listed in ET.

Back  ← 3 ↑ 1 ↑ 2

Step 8: If your review is complete – Click the **Verified box (2)**, then click the **Back button (3)**. The course will now show as Verified on the learner’s TRAIN Transcript.

The learner will not be automatically notified when their course has been verified.

You should notify the learner of the verification, through the TRAIN Florida Email Utilities feature, DOH Outlook, or your organization’s email server.

If you have any questions or need assistance regarding How to Verify Non-TRAIN Courses, please contact your organization’s Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email DOHLMSSupport@flhealth.gov