

FDOH Div. 6.2 Packaging & Shipping Training Registration Guide

(For non-FDOH Employees)

Train does not work properly in Internet Explorer. Please use another browser such as Google Chrome or Microsoft Edge.

For those who have used Train before:

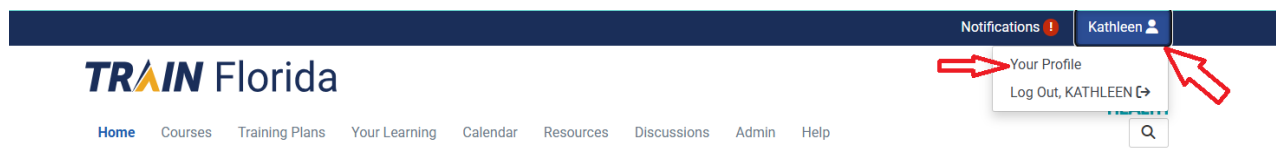
- Please DO NOT create a new account
 - If you need help accessing your account, contact BPHLBSO@flhealth.gov for assistance. We can locate and update your account even if you no longer have access to the email address you used to set it up.
- Even though you already have an account, we strongly recommend you walk through the **Setting Up Your Account** section on page 2 beginning at Step 5 to ensure your Profile information is complete and accurate.
- Your name will appear on your certificate exactly as it appears in Train. For example, let's say you entered your name in all lower-case letters (e.g. john smith) when you set up your account, it will also appear on your certificate in all lower-case letters (e.g. john smith). You can correct your name in "Your Profile" (See Step 5 on page 2)
- License numbers must be entered in Train to receive CEUs (if applicable).

For those new to Train:

- To attend the Division 6.2 Infectious Substances Packaging and Shipping Training, you must pre-register in Train (<https://www.train.org/florida/welcome>)
- To register for a class in Train, you must first set up an account.
- Please use this guide to ensure that your account is set up properly for this course. Failure to do so could result in problems with course registration, your certificate, CEUs, etc.

Setting Up Your Account

1. Go to <https://www.train.org/florida/welcome>.
2. Select "Create an Account"
3. Fill in the boxes according to the instructions provided. However, keep the following in mind:
 - The email address you provide is the email that we will use to contact you about the course.
 - Your name will appear on your course certificate exactly as you enter it in this step. (e.g. smith vs. Smith)
4. Log in to Train using the Login Name and Password you created in Step 3.
5. Click on your name in the top right corner.
6. Select "Your Profile" from the drop-down box.



7. Under Manage Groups, click the edit button (pencil icon) to the right of the word Florida.

Cancel
Save

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	Manage Groups
Account	Join By Group Search *
Contact	Florida

✕
✎

- *This step is for non-FDOH employees. FDOH employees should NOT change their groups.*

8. Select Florida – General

[< Back](#)

Edit Group

[Location](#) / [Florida](#)

(Click any level to return to it)

Select: Affiliation

[APD Providers](#)

[Florida - General](#)

[Florida A&M University](#)

[Florida International University](#)

[Florida State University](#)

- *This step is for non-FDOH employees. FDOH employees should NOT change their groups.*

9. Click the green bar that says “Confirm these selections”

[< Back](#)

Edit Group

[Location](#) / [Florida](#) / [Florida - General](#)

(Click any level to return to it)

Please review the group selections above for accuracy and make changes as necessary.

[✓ Confirm these selections](#)

10. Click the green bar again to confirm group selection.

11. Add your license number under the Professional License Number section. CEUs (if applicable) can only be awarded if your license number is included in your profile.

Cancel
Save

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

- Account
- Contact
- Address
- Organization
- Professional License Number
- Professional Role
- Work Settings
- CPE information
- FEMA Student ID Number
- Professional Organization ID Number
- FDOH Date of Hire

Manage Groups

Join By Group Search *

Florida ✕ ✎

National/Florida ✕ ✎

- ↓ Course Provider
- ↓ Florida Department of Health/Division of Disease Control & Health Protection
- ↓ Florida Department of Health/Division of Disease Control & Health Protection/Bureau of Public Health Laboratories
- ↓ Florida Department of Health/Division of Disease Control & Health Protection/Bureau of Public Health Laboratories/Jacksonville
- ↓ Florida Department of Health

Join Another Group

Join By Group Code

Group Code
Join

12. Complete ALL remaining required sections (indicated by an exclamation point inside a red circle) by selecting the section in the box on the left side of the page.

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

- Account
- Contact
- Address
- Organization
- Professional License Number
- Professional Role
- Work Settings

Manage Groups

Join By Group Search

National/Florida ✕ ✎

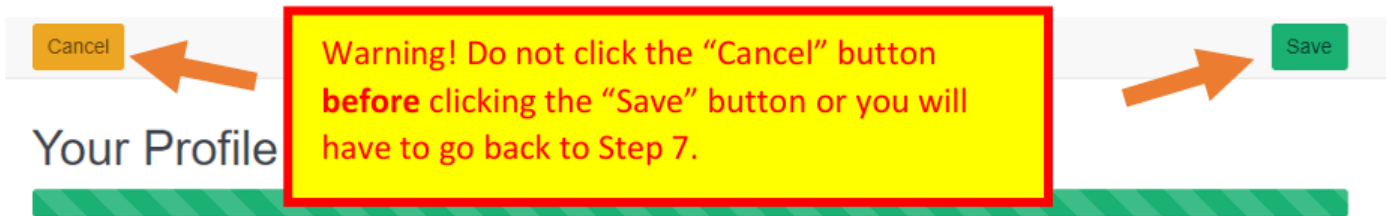
- ↓ Florida - General

Join Another Group

Join By Group Code

Group Code
Join

13. Once all required sections are complete, click the green “Save” button.



14. After clicking “Save”, click the “Cancel” button to return to the home page.

Registering for the Course

Please Note:

- You can only register for one session at a time. If you need to change to a different session, you must first withdraw from the session for which you are currently registered.
- Most sessions will not fill up; however, a few in more populated areas occasionally do. Therefore, if you discover you will be unable to attend a session you registered for, please be kind and withdraw from it as soon as possible.
- Laboratorians should select the 5 CEU's option when prompted. All others should select none.
 1. There are two easy methods for locating the Packaging & Shipping course in Train. Both methods require either the course ID or the course title.

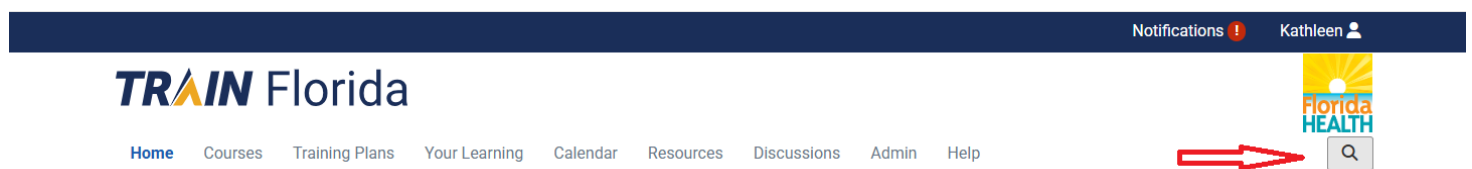
***Please Note:** Course ID and Title change annually: Current course information can be located at <https://www.floridahealth.gov/community-environmental-public-health/public-health-laboratories/educational-opportunities/> under “**Infectious Substances Packaging and Shipping**” or by emailing BPHLBSO@flhealth.gov.

2026 Course ID = 1133970

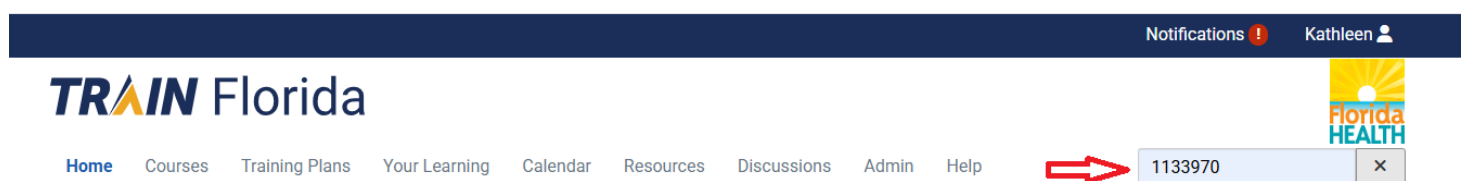
2026 Course Title = FDOH 2026 Division 6.2 Infectious Substances Packaging and Shipping Training

Method 1

On the Homepage, click on the magnifying glass in the top righthand corner.



Type either the Course ID or the Course Title (you do not need to type the entire title) into the textbox. Press the enter key.



Method 2

Select **COURSES** in the header at the top.

Type either the Course ID # or the title into the search bar and click the search button (magnifying glass)

The screenshot shows the TRAIN Florida website interface. At the top, there is a dark blue header with 'Notifications' and a user profile 'Kathleen'. Below this is a white navigation bar with the 'TRAIN Florida' logo and several menu items: Home, Courses (highlighted), Training Plans, Your Learning, Calendar, Resources, Discussions, Admin, and Help. A search bar is located on the right side of the navigation bar, containing the text '1133970' and a magnifying glass icon. Below the navigation bar, the 'Catalog' link is highlighted with a red arrow. The search results section shows '1 record found.' and a list of results. The first result is 'FDOH 2026 Division 6.2 Infectious Substances Packaging and Shipping...' with a red arrow pointing to its title. The result card includes a globe icon, the course title, a description, the provider 'Florida Department of Health - Division of Disease Control & Health Protection', and details like '6h 30m', 'Certificate', and 'Provides CE credits'.

2. Regardless of which method above you used, you should now see the course listed. Click on the title to select it.

3. Press the blue “+ Register” button next to the session you want to attend.

Course Duration: 5 hours instructional time (All sessions are scheduled from 9:30am to approx. 4:00pm local time but may run longer, especially with larger groups; time frame includes lunch and breaks)

Course Description: Please expand and read before signing up. Infectious Substances Packaging and Shipping Training is required every two years to maintain certification. FDOH BPHL will conduct 20 Live classes throughout

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[Resources](#)
[Discussion](#)
[Certificates](#)

All sessions

☐ Show past sessions



+ Register

Jul 29, 2026 9:30 AM EDT - 4:15 PM EDT

Alachua County UF/IFAS Extension Office (67.3 miles away)

Registration Deadline

Jul 29, 2026 11:59 PM EDT

(11 seats available) ▼

+ Register

Jul 30, 2026 9:30 AM EDT - 4:15 PM EDT

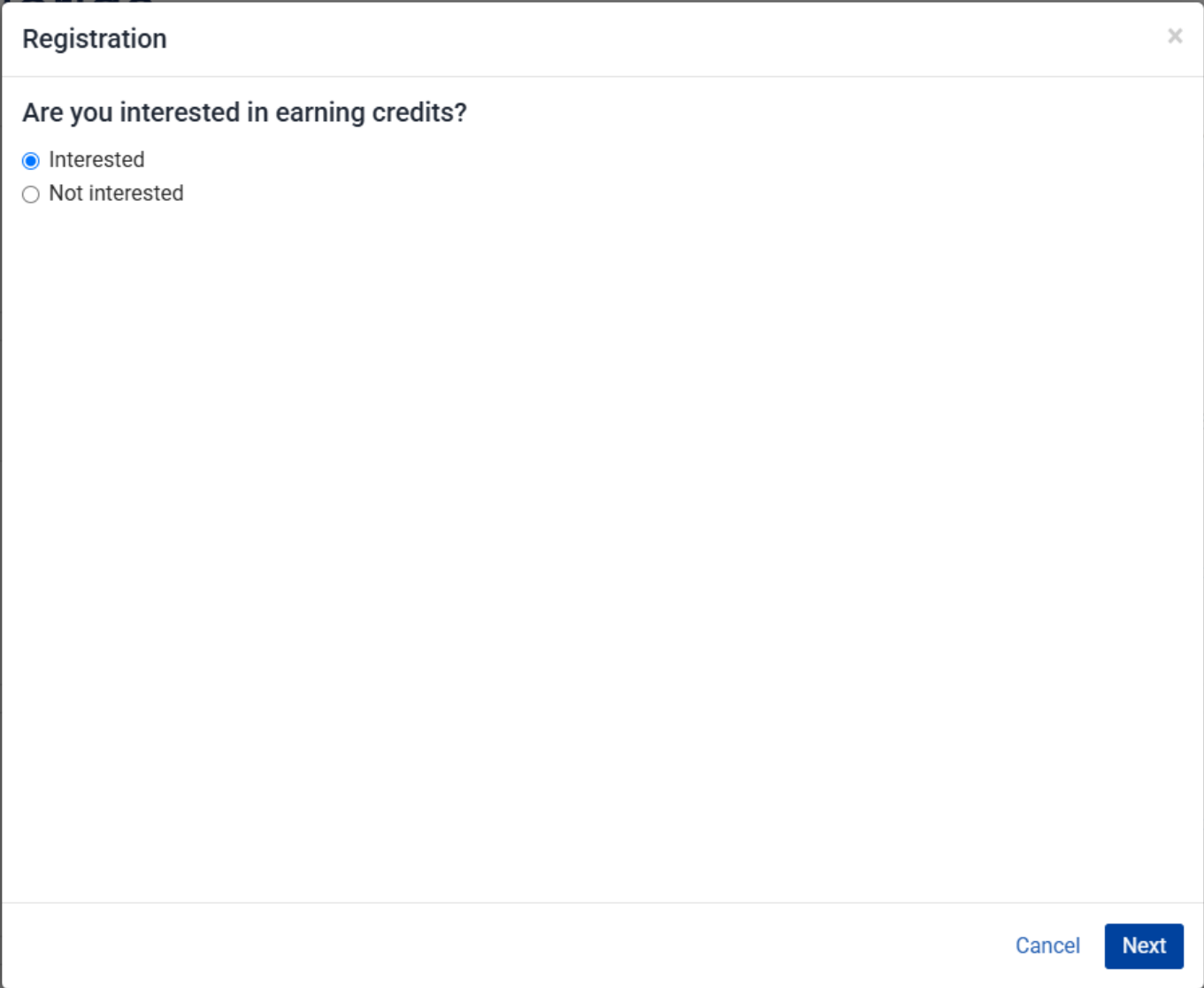
Tallahassee (Capital Circle Office Complex) - Betty Easley Conference Center, Rm. 166 (161.4 miles away)

Registration Deadline

Jul 30, 2026 11:59 PM EDT

(7 seats available) ▼

4. Laboratorians who would like to earn CEUs should select “Interested” when prompted. All others should select “Not interested” then select “Next”



The image shows a 'Registration' dialog box with a close button (X) in the top right corner. The main text asks 'Are you interested in earning credits?'. There are two radio button options: 'Interested' (which is selected) and 'Not interested'. At the bottom right, there are two buttons: 'Cancel' and 'Next'. The dialog box is overlaid on a background that shows parts of a course page, including text like 'kaging', 've clas', 'Show p', and 's availa'. At the bottom of the dialog box, there is a timestamp: 'Aug 17, 2026 9:30 AM EDT - 4:15 PM EDT'.

Registration

Are you interested in earning credits?

☒ Interested

☐ Not interested

Cancel Next

Aug 17, 2026 9:30 AM EDT - 4:15 PM EDT

5. Once registered, you can select “YOUR LEARNING” at the top of the screen to see the course.

Once you have been registered, the status will change to “In Progress”.