

# TRAIN Florida – APD How to Locate TRAIN Florida APD Courses Appendix I

The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in their Communities.



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#### Section 4

## Introduction

This document provides instructions on how to locate other TRAIN Florida courses and narrow your course search by using **the Advance Search** features.



This symbol indicates that additional help for the TRAIN Florida APD training resource, instructions, or tutorials are available and located on the <u>APD Training Portal</u> web page.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: <a href="mailto:apd.Imssupport@apdcares.org">apd.Imssupport@apdcares.org</a>.

## Section 4.1 How to Locate Other TRAIN Florida Courses from the TRAIN Florida Login Page

This section will show you how to locate **other TRAIN Florida courses** from the **TRAIN Florida login** page.

#### Step 1

Begin your course search using the <u>Keyword or Course ID search</u> feature. The Keyword or Course ID search feature is located on the upper right corner of the web page.

#### Step 2

To locate any TRAIN Florida course, enter <u>a keyword</u> into the Keyword or Course ID search field, and then click the search icon button to the right of the field.



For example, if you want to search for all HIPAA courses in TRAIN Florida, enter "HIPAA" into the **Keyword or Course ID search** field.

**Note:** If you know the Course ID number, you can enter it into the **Keyword or Course ID search** field, and then click the search icon button to the right of the field.



#### Step 3

After you click the search icon, the **Course Search** page will appear. This page lists all courses related to your keyword "HIPAA". The **course titles** are not listed alphabetically.

Search	Parameters				
Search	Result				
ip: To ip: To ip: Alp = Fee	sort by any column, click the column heading. Or use de view course description, click on the Course Title habetical page indexing is used when sorted by Title, S associated with the course set Credit is offered	efault o ponsor/	rder Offe	by <u>Keyword Search Proximity</u> rer or Format.	
0 rows	sperpage ✔ Filter * A B C D E F G	HIJ	к	L M N O P Q R S T U V W X Y Z Displaying page 1 of 1	All I, items from 1 to 6
5 o%	Title	Тур	e	Sponsor/Offerer	Rating
*	HIPAA: An Overview	Cou	rse	UNC Center for Public Health Preparedness	4.3 out of 5 stars
**	Public Health Nurses; Successful Partnerships with Ohio Schools-HIPAA, FERPA & Documentation (Independent Study)	Cou	rse	ODH, School & Adolescent Health, School Nursing Program	5.0 out of 5 stars
	Distinctions between Federal, State, and Local Authority in Responding to Health Emergencies	Cou	rse	TECS-PERLC	(no reviews)
	Prepare to Care: Iowa's Direct Care and Support Curriculum	Cou	rse	Upper Midwest Preparedness and Emergency Response Learning Center/Institute for Public Health Practice	(no reviews)
*	Public Health Law	Cou	rse	South Central Public Health Partnership	3.9 out of 5 stars
*	Public Health Law (In Person / Streamed Live)	Cou	rse	Western Region Public Health Training Center	4.0 out of 5 stars
0 rows	sperpage V Filter * A B C D E F G	ны	к	LMNOPQRSTUVWXYZ	All
				Displaying page 1 of 1	L items from 1 to 6

Image 4.1

## Step 4 How to sort the course titles alphabetically.

Click on the word **Title**. The page will refresh and list the course titles alphabetically.

20 rows per page	~	Filter	*	Α	в	С	D	Е	F	G	Н	I	J	K	L	М	Ν	0	Ρ	Q	R	S	Т	U	V	W	х	Y	z	All				
s 😽 Title 🤇												Ту	/pe		S	pon	sor/	Offe	erer				D	ISPI	ayın	ig p	age	10	or 1,	, ite R	Ratii	ng	1 1 to	6 OT
																																ma	λ or	2

Use the **<u>navigation options</u>** listed on the top portion of the page to help locate your course.

20 rows	s per page	×	Filte	r *	Α	в	С	D	Е	F	G	н	1	J	к	L	М	Ν	0	Ρ	Q	R	S	Т	U	V	W	Х	Y	z	All	]		
Select pa	age within sele	ted I	letter:	M	•	1	2	3	4	5 (	67	78	3		M								Dis	pla	ying	g pa	ge	2 of	8, i	tem	ns fro	om 21 to	0 40 of	158
S off	Title 🔺											1	Тур	e		Sp	ons	or/C	Offer	rer											R	ating		



.4

## Section 4.1.1

How to View the Course Description and Register for the course

## How to view the Course Description

#### Step 1

Once you have located the course, we recommend that you click on the <u>Course Title</u> to view the Course Description.

Course Search	
Search Parameters	~
Search Result	^
Tip: To sort by any column, click the column heading. Or use default order by Keyword Search Proximity         Tip: To view course description, click on the Course Title         Tip: Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.         \$ = Fee associated with the course         * = Credit is offered         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 fro	n 1 to 6 of 6
s Title Type Sponsor/Offerer Rating	
HIPAA: An Overview     Course UNC Center for Public Health Preparedness     4.3 out	of 5 stars
Public Health Nurses: Successful Partnerships with	

#### Step 2

After you click the **Course Title**, the **Course Details** page will appear. This page has four tabs:

Course Details		
HIPAA: An Ove	<b>rview</b> Back	
Course Details	Contacts Registration Reviews	
O autore ID:	10/10/0	Share
Course ID:	1041019	
Format:	Web-based Training - Self-study (Online)	
Clinical / Non- Clinical:	Non Clinical	
Course Number:		
Cost (US\$):	0.00	
Credit Type(s):	0.75 Certificate of Attendance	
Certificate:		
		Image 4.5

- 1. Course Details
- 2. Contacts
- 3. Registration
- 4. Reviews



Course Details	Contacts	Registration	Review
i <b>tacts</b> - Provides the co	ourse contact informati	on	
Course Details	Contacts	Registration	Review
			Image
istration - Allows you	to log in and register fo	or the course.	Image

d) Reviews - Allows you to see what other learners who have taken the course think about it.

tration	cts \ Regis	Contacts Registration	rse Details
---------	-------------	-----------------------	-------------

TIP! Return to the Login page by clicking the Home link.

## How to Register for the Course

## Step 1

The Registration tab allows you to register for the course.



Begin by clicking on the **Registration tab**.



#### Step 2

Complete the steps below when the **Registration page** opens:

Course Details Contacts Registration <u>Reviews</u>	
To access this course, you first need to create an account:	Create Account
If you already have an account, please login:	

Image 4.11

- a) Click the **Login** button. This will return you to the **TRAIN Florida login** page.
- b) Use your account information and log in to TRAIN Florida.
- c) The Course Details page will appear.
- d) Click the **Registration** tab and register for the course.

## Section 4.2 How to Locate other TRAIN Florida Courses from Your TRAIN Florida Home Page

The only way to locate TRAIN Florida courses from the **Home Page** is to use the **Keyword or Course ID** search bar.

You can use the **Keyword or Course ID** search bar to locate any course or TRAIN Florida courses available to your group assignment.

The **Keyword or Course ID** search bar is located on the upper-right side of the home page above the Dashboard. Enter a keyword, such as part of a course title, or the course ID and search the TRAIN database.

Home Competency Assessment Resources Discussions Help	Search by Keyword or Course ID Advanced Search
	Image 4.12

**Note:** If you know the Course ID number, you can enter it into the **Keyword or Course ID search** field, click the search icon button to the right of the field.

#### Step 1

If you want to search for all HIPAA courses in TRAIN Florida, enter "HIPAA" into the **Keyword or Course ID search** field.

Home	Competency Assessment Resou	rces Discussions	Help	9	Advanced Search
					Image 4.13



#### Step 2

After you click the **search** icon, the **Course Search** page will appear. This page lists all courses, live events, announcements, resources, and discussion boards related to your "HIPAA" key word search The course titles are not listed alphabetically.

Cour	se Search				
Search	Parameters			~	
Search	Result				
Tip: To Tip: To Tip: Alp \$ = Fee	sort by any column, click the column heading. Or use view course description, click on the Course Title habetical page indexing is used when sorted by Title, associated with the course = Credit is offered	default order Sponsor/Offe	by <u>Keyword Search Proximity</u> rer or Format.		
20 rows	sperpage ✔ Filter * A B C D E F (	зніјк	L M N O P Q R S T U V W X Y Displaying page 1 of	Z AII 1, items from 1 to 6 of 6	
S of	Title	Туре	Sponsor/Offerer	Rating	
0 %	HIPAA: An Overview	Course	UNC Center for Public Health Preparedness	4.3 out of 5 stars	
*	Public Health Nurses: Successful Partnerships with Ohio Schools-HIPAA, FERPA & Documentation (Independent Study)	Course	ODH, School & Adolescent Health, School Nursing Program	5.0 out of 5 stars	
	Distinctions between Federal, State, and Local Authority in Responding to Health Emergencies	Course	TECS-PERLC	(no reviews)	
	Prepare to Care: Iowa's Direct Care and Support Curriculum	Course	Upper Midwest Preparedness and Emergency Response Learning Center/Institute for Public Health Practice	(no reviews)	
o%	Public Health Law	Course	South Central Public Health Partnership	3.9 out of 5 stars	
0%°	Public Health Law (In Person / Streamed Live)	Course	Western Region Public Health Training Center	4.0 out of 5 stars	
20 rows	sperpage ✔ Filter * A B C D E F C	зніјк	L M N O P Q R S T U V W X Y Displaying page 1 of	Z All 1, items from 1 to 6 of 6	Image 4.14

*TIP!* A way to find all courses in this list is to sort the list by **Type**, and group the training courses together. Click on the word **Type** in the column title. You can sort by **Title**, or **Sponsor/Offerer**, but be aware that the list will mix the training courses in with other types of APD files.

Search	Parameters			3
Search	Result			2
p: To p: To p: Alp = Fee	sort by any column, click the column heading. Or use de view course description, click on the Course Title habetical page indexing is used when sorted by Title. Sp associated with the course → € ⊂ Cedit is offered sper page ✓ Fitter * A B C D E F G	fault order consor/Offe	by <u>Keyword Search Proximity</u> rer or Format. L M N O P Q R S T U V W X Y	Z All
			Displaying page 1 c	of 1, items from 1 to 6 of 6
5 .4	Title	> Type	Sponsor/Offerer	Rating
*	HIPAA: An Overview	Course	UNC Center for Public Health Preparedness	4.3 out of 5 stars
*	Public Health Nurses: Successful Partnerships with Ohio Schools-HIPAA, FERPA & Documentation (Independent Study)	Course	ODH, School & Adolescent Health, School Nursing Program	5.0 out of 5 stars
	Distinctions between Federal, State, and Local Authority in Responding to Health Emergencies	Course	TECS-PERLC	(no reviews)
	Prepare to Care: Iowa's Direct Care and Support Curriculum	Course	Upper Midwest Preparedness and Emergency Response Learning Center/Institute for Public Health Practice	(no reviews)
÷	Public Health Law	Course	South Central Public Health Partnership	3.9 out of 5 stars
÷	Public Health Law (In Person / Streamed Live)	Course	Western Region Public Health Training Center	4.0 out of 5 stars
0 row	sperpage V Filter * A B C D E F G	ніјк	LMNOPQRSTUVWXY	ZAII



Use the **navigation options** listed on the top or bottom portion of the page to help locate your course.



Section 4.2.1 How to view the Course Description and Register for the Course

## How to View the Course Description.

#### Step 1

Once you have located the course, we recommend that you click on the **Course Title** to view the Course Description.

Course Search	
Search Parameters	~
Search Result	~
Tip: To sort by any column, click the column heading. Or use default order by Keyword Search Proximity         Tip: To view course description, click on the Course Title         Tip: Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.         \$ = Fee associated with the course         Image: The standard standar	Z AII f 1, items from 1 to 6 of 6
s Title Type Sponsor/Offerer	Rating
HIPAA: An Overview Course UNC Center for Public Health Preparedness	4.3 out of 5 stars
Public Health Nurses: Successful Partnerships with Ohio Schools-HIPAA, FERPA & Documentation (Independent Study)         ODH, School & Adolescent Health, School Nursing Program	5.0 out of 5 stars



## Step 2

After you click the **<u>Course Title</u>**, the **<u>Course Details</u>** page will appear. This page has four tabs:

Course I	Details			
HIPAA: A	An Overview	Back		
Course Det	tails Contacts Regis	tration Reviews		
				Share
Course ID: Format:	: 1041019 Web-based Trainin	ng - Self-study (Online)		
Clinical / N	Ion- Non Clinical	, ( , ( , )		
Course Nu	imber:			
Cost (US\$ Credit Typ	): 0.00 e(s): 0.75 Certificate of	Attendance		
Certificate	:			
				Image 4
\ <b>_</b>				
a) Cou	irse Details - Provide		N.	
	Course Details	Contacts	Registratio	on Reviews
		<u> </u>		Image 4.1
				inage 4.1
b) <b>Con</b>	<b>tacts</b> - Provides the	course contact info	rmation.	
ſ	Course Details	Contacts	Registratio	on Reviews
				Image 4.20
\ <b>_</b>				
c) Reg	<b>istration</b> - Allows you	u to log in and regis	ter for the course.	
	Course Details	Contacts	Registratio	on Reviews
				Image 4.2
d) Derr			norothink chout it	
u) KeV	iews - Allows you to	see what other lear	ners think about It.	
	Course Details	Contacts	Registratic	on Reviews
				Image 4.2
				3-

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#### How to register for the course.

#### Step 1

The **Registration** tab allows you to register for the course.



Begin by clicking on the **Registration** tab.

#### Step 2

Complete the steps below when the **Registration** page opens:

- a) Select the Credit Type.
- b) Click the Launch button. Note: This course will be added to your My Learning after you click the button.

Course Details			
HIPAA: An Overview	Back		
Course Details Contacts	Registration Reviews		
Select Credit Type: Certificate of	Attendance V	_	
		<u> </u>	
To launch this course,please cli Note that this course will be add	ck on the 'Launch' button. ed to 'My Learning' after you click the butto	n.	Image 4.24

You are now registered for the course

c) If applicable, any course material is forwarded to your email.



The following TRAIN Florida learner resource is available to help you register and complete a course. TRAIN Florida Learners Questions and Answers: <u>How do I manage a TRAIN Florida</u> course?

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: <a href="mailto:apd.Imssupport@apdcares.org">apd.Imssupport@apdcares.org</a>.



## Section 4.3

#### How to Use the Advance Search Feature to Find Courses

The **Advanced Search** feature is available on all TRAIN Florida screens, located on the top navigation bar, to the right of the **Keyword or Course ID search** field. Click on the link to the **Advanced Search** page.

Home Competency Assessment Resources Discussions Help	Search by Keyword or Course ID Search
	Image 4.25

On this page, you can perform searches that are more detailed, browse for specific courses or use the filter features to locate multiple selections under a search option.

Home Competency Assess	ment Resources Dis	cussions Help		Search by Keyword or Course ID	Advanced Search
Search Options	Course Search				
Browse 'Florida'					
► Browse All	Search	Search our database of courses by selection	an a search ontion		
By Course ID			ig a search option.		
By Subject	1				
By Audience					
By Competencies and Capabilities	Browse	Browse through the entire database of Pub	lic Health Education and Trair	ning Opportunities.	
<ul> <li>By Format</li> </ul>					
<ul> <li>By Credit Type</li> </ul>					
<ul> <li>By Sponsor/Offerer</li> </ul>	Info	Save unlimited search profiles for future in selecting your search criteria, click the "Sa	quiries and receive email notifi ve Search" button	cation of new courses that match each se	arch. After
▶ By Date	-		to couldren parton.		
<ul> <li>By Distance</li> </ul>					
<ul> <li>By Accreditation</li> </ul>					
<ul> <li>By Certificate</li> </ul>					
<ul> <li>Keyword Search</li> </ul>					
<ul> <li>By Training plan</li> </ul>					
By Language					
Advanced Search					
Saved Search Criteria					

You can use the **Search** feature to find courses in the database by Subject.

You can Browse through the entire database for training courses.

The following sections will show you how to use the **Search Options**.



Please note: regardless of which type of search option you use, TRAIN Florida will display the following course information:

- Title
- Sponsor/Owner
- Format
- Rating

Use the **navigation options** listed on the top or bottom portion of the page to help locate your course.

*Tip!* To sort by any column, click the **column heading**.

20							
20 rows per page V	Filter * A	ABCDE	FGHIJK	LMNOF	PQRST	UVWXY	Z AII
Select page within selected	letter: Id d	1 2 3 4 5	6 7 8 9 10	🕨 🕨	Displa	ying page 1 of 12,	items from 1 to 20 of 227
s 😽 Title			Sponsor/Offerer			Format	Rating
							Image 4.27
in! To view course	e descript	ion, click or	n the Course	e Title			
	-						
20 rows per page	Filter * A	ABCDE	FGHIJK	LMNOF	QRST	UVWXY	Z AII
20 rows per page V Select page within selected	Filter * /	A B C D E	FGHIJK 678910	L M N O F	PQRST Displa	UVWXY iying page 1 of 12,	Z AII items from 1 to 20 of 227

Tip! Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.

20 rows per page V Filter * A B C D E	FGHIJKLMNOPQRST	TUVWXYZ AII
Select page within selected letter: I 4 4 1 2 3 4	5 6 7 8 9 10 🕨 🕅 Displ	aying page 1 of 12, items from 1 to 20 of 227
\$ 😽 Title	Sponsor/Offerer	Format Rating

Image 4.29

Image 4.28

*Tip!* Filter your search by selecting a "letter". For example, if you select the letter **H**, it will display all courses beginning with the letter H.

20 rows per page V Filter * A B	CDEFGHIJKLMNOPG	Q R S T U V W X Y Z AII
Select page within selected letter: 🛛 🖌 1	2345678910 🕨 🕨	Displaying page 1 of 12, items from 1 to 20 of 227
s 😽 Title	Sponsor/Offerer	Format Rating

Image 4.30

*Tip!* You can click the **Save Criteria** on any **Course Search** or **Search Results** page to save your search criteria.



## How to Use the Search Options

Section 4.4

**Browse 'Florida'** 

When you click the **Browse 'Florida'** search option, it will display a page listing **all** active TRAIN Florida courses assigned by the TRAIN Florida Course Providers.

Search Options	Cou	rse Search				
Browse 'Florida'	Search	Parameters			V	I
DIOWSE All	Search	Result			~	
<ul> <li>By Course ID</li> <li>By Subject</li> <li>By Audience</li> <li>By Competencies and Capabilities</li> <li>By Format</li> </ul>	Tip: To Tip: To Tip: Al \$ = Fee	o sort by any column, click the column heading. view course description, click on the Course Titl phabetical page indexing is used when sorted by associated with the course *= Credit is of sper page  Filter * A B C D E Filter * A B C D E	e Title, Sponsor/Offerer or Format. fered F G H I J K L M N O P Q R S 6 C 7 9 9 410		All	
<ul> <li>By Credit Type</li> <li>By Sponsor/Offerer</li> </ul>	Select	Title	Sponsor/Offerer	Eormat	Pating	
<ul> <li>By Date</li> <li>By Distance</li> <li>By Accreditation</li> </ul>		APD - Attain, Inc. Health Insurance Portability and Accountability Act (HIPAA)	Agency for Persons with Disabilities - Attain, Inc.	Web-based Training - Self- study	*****( <u>1)</u> 5.0 out of 5 stars	
<ul> <li>By Certificate</li> <li>Keyword Search</li> <li>By Training plan</li> <li>By Language</li> </ul>	•**	Arc of Florida- FDDC presents: "Oral Health Care for Individuals with Developmental Disabilities- Tools and Techniques for Caregivers"	Arc of Florida	Web-based Training - Self- study	5.0 out of 5 stars	
Advanced Search	**	Arc of Florida- FHC & FHFC present: "Finding Affordable Rental Housing"	Arc of Florida	Web-based Training - Self- study	5.0 out of 5 stars	
<ul> <li>Saveu Search Chiella</li> </ul>	•*	Arc of Florida- FHC & FHFC present: "Introduction to Florida's State-Funded Affordable Housing Programs"	Arc of Florida	Web-based Training - Self- study	5.0 out of 5 stars	
	**	Basic Epidemiology	USF Center for Leadership in Public Health Practice	Web-based Training - Self- study	4.3 out of 5 stars	Image 4.30

Note: Use the navigation options instructions listed in Section 4.3.

Section 4.5
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## Browse 'All'

When you click on the **Browse 'All'** search option, it will display a page listing **all** active courses assigned by National and TRAIN Florida Course Providers.

Search Options	Course Search						
Browse 'Florida'	Search Parameters						
Browse All	Search Result						
By Course ID By Subject By Audience By Competencies and Capabilities	Tip: To sort by any column, click the column heading. Tip: To view course description, click on the Course Title Tip: Alphabetical page indexing is used when sorted by Title, Sp \$ = Fee associated with the course * = Credit is offered 20 rows page page	onsor/Offerer or Format.	2 S T II V W X Y Z A	JI			
By Format By Credit Type	Select page within selected letter. 14 4 1 2 3 4 5 6 7		Displaying page 1 of 142 items	from 1 to 20 of 2833			
By Sponsor/Offerer	s 📲 Title	Sponsor/Offerer	Format	Rating			
By Date By Distance By Accreditation	"The Post-Election Era. What to Expect for Public Health?" A Keynote by Jeff Levi, President of the Trust for America's Health	National Network of Public Health Institutes (NNPHI)	Webstream/Archived Webcast	4.1 out of 5 stars			
y Certificate eyword Search	(_KMI Credit Test	kmi	Web-based Training - Self-study	(no reviews)			
y Language	1. General Environmental Health - EPHOC	South Central Public Health Partnership	Web-based Training - Self-study	**** (12) 3.8 out of 5 stars			
dvanced Search	• 02. Statutes and Regulations - EPHOC	South Central Public Health Partnership	Web-based Training - Self-study	4.2 out of 5 stars			
aved Search Criteria	3. Food Protection - EPHOC	South Central Public Health Partnership	Web-based Training - Self-study	4.8 out of 5 stars			

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## Section 4.6

**By Course ID** 

When you click on the By Course ID search option, it will display a page for you to enter the course ID.



Section 4.7

By Subject

When you click on the **By Subject** search option, it will display a page for you to select your search criteria. For the best results:

F BIOWSE All	
By Course ID	Computer Skills/Training
By Subject	
By Audience	Education/Training/Exercises/Drills
By Competencies and Capabilities	Emergency Management Emergency Medical Services
By Format	Epidemiology / Biostatistics
By Credit Type	
By Sponsor/Offerer	Clinical Non-Clinical O Both
By Date	
By Distance	Free courses only
By Accreditation	And Keyword
<ul> <li>By Certificate</li> </ul>	Tip: Use "OR" or "AND" to better define your selected keyword search criteria
<ul> <li>Keyword Search</li> </ul>	Tip: To search for an exact phrase (e.g., "vaccine administration"), use quotation marks.
By Training plan	"AND" Core Competencies
By Language	O Course Title
Advanced Search	Description
	Both
Saved Search Criteria	Search Save Criteria

- ✓ Select the subject area in the text box.
- Click the Non-Clinical radio button.
- ✓ Click the **All** radio button.
- Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "vaccine administration"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.



## Section 4.8

#### **By Audience**

When you click on the **By Audience** search option, it will display a page for you to select your search criteria. For the best results:

	Duties/Functioner	
By Course ID	Epidemiologists / Surveillance Staff	
By Subject	Fire Service	
By Audience	General Public Health Staff	
By Competencies and	Hazardous Materials Personnel	
Capabilities	Home Care	
By Format	Human Services	
By Credit Type	Information Systems Professionals	
By Credit Type	Background/Roles:	
By Sponsor/Offerer	Administrative Support Staff	
By Date	Administrators / Directors / Managers	
By Distance	General / Field / Frontline Staft	
By Accreditation	Senior Level-non supervisory staff	
By Certificate	Volunteer	
Keyword Search		
By Training plan		
By Language	◯ Clinical	
Advanced Search		•
	Free courses only	
Saved Search Criteria	And Keyword	
	Tin: Use "OR" or "AND" to better define your selected keyword search criteria	
	Tip: To search for an exact phrase (e.g., "vaccine administration"), use quotation marks.	
	O Course Title	
	Both	
	Search Save Criteria	
	our onena	

- ✓ Select your Job Duty or Functions in the text box.
- Select your **Background Role** in the text box.
- ✓ Click the Non-Clinical radio button
- ✓ Click the **All** radio button.
- Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "vaccine administration"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.

## Section 4.9

## By Competencies and Capabilities

When you click on the **By Competencies and Capabilities** search option, it will display a page for you to select your search criteria. For the best results:

Search Options	Course Search	
Browse 'Florida'	Competencies and Capabilities	
<ul> <li>Browse All</li> </ul>	Core Competencies for Public Health Professionals	
By Course ID     By Subject     By Audience     By Competencies and <u>Capabilities     By Format </u>	Tier One Tier Two al- Tier Three	
<ul> <li>By Credit Type</li> </ul>		
By Sponsor/Offerer		
<ul> <li>By Date</li> <li>By Distance</li> <li>By Accreditation</li> </ul>		
<ul> <li>By Certificate</li> <li>Keyword Search</li> </ul>	Clinical Non-Clinical Both	
By Training plan		
By Language	Free courses only	
Advanced Search	And Tip: Use "OR" or "AND" to better define your selected keyword search criteria. Keyword Tip: To earch for an exact phrase (e.g. "vaccine administration") use guidation ma	irks
<ul> <li>Saved Search Criteria</li> </ul>		ing.
	Course Trie Description Both	
	Search Save Criteria	

- ✓ Select the **Core Competency** Tier.
- ✓ Click the **Non-Clinical** radio button.
- ✓ Click the All radio button.
- ✓ Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "vaccine administration"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.



## Section 4.10

**By Format** 

When you click on the **By Format** search option, it will display a page for you to select your search criteria. For the best results:

Search Options	Course Search
Browse 'Florida'	Tip: To make multiple selections under a search option, hold down the CTRL key to select more than one option from the list
► Browse All	Format
By Course ID     By Subject     By Audience     By Competencies and     Capabilities     By Competencies and     Capabilities     By Credit Type     By Sponsor/Offerer     By Distance     By Octation     By Certificate     Keyword Search     By Carting plan     By Language     Advanced Search	Conline     Web-based Training - Self-study     Web-based Training - Self-study     Webcast     Webcast (on demand)     Webstream/Archived Webcast     Uve Event     Audioconference     Meeting     On-Site - Classroom course or workshop     Orinical      Mon-Clinical      Both     Local      Alt     Dere courses only     And Keyword     The: Use "OR" or "AMD" to better define your selected keyword search criteria.     The To search or "or an avait threes (an "uper interdition") use undefine mates
Saved Search Criteria	"AND" In-service Training
	Course Title Description South Search Save Criteria
	Image 4.34

- ✓ Select your Format type in the text box.
- ✓ Click the **Non-Clinical** radio button.
- ✓ Click the **All** radio button.
- Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "In-Service"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.

Section 4.11

## By Credit Type

When you click on the **By Credit Type** search option, it will display a page for you to select your search criteria. For the best results:

n nom the list

- ✓ Select your Credit type in the text box.
- ✓ Click the **Non-Clinical** radio button.
- ✓ Click the **All** radio button.
- Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "In-Service"), use quotation marks.
- Click the **Both** radio button.
- ✓ Click the **Search** button.



## Section 4.12

## By Sponsor/Offerer

When you click on the **By Sponsor/Offerer** search option, it will display a page for you to enter your search criteria. For the best results:

Browse 'Florida'	onsor/Offerer	
Browse All	Agency For Persons with Disabilites	*
By Course ID	Agency for Healthcare Research and Quality (AHRQ)	
By Subject	Agency For Persons with Disabilites	
By Audience		
By Competencies and Capabilities	12	
By Format		
By Credit Type		
<ul> <li>By Sponsor/Offerer</li> </ul>		
By Date		
By Distance		
By Accreditation		
<ul> <li>By Certificate</li> </ul>	.e.	
<ul> <li>Keyword Search</li> </ul>		
By Training plan		
<ul> <li>By Language</li> </ul>		
Advanced Search		
Davied Describ Oritaria		

- Enter at least three letters and the drop-down box will dsiplay the lookup list,(e.g., "Agency").
- ✓ From the drop-down list, click on the Sponsor/Offerer name.
- ✓ Click the **Search** button.

Image 4.36

Section 4.13	
	By Date

When you click on the By Date search option, it will display all Live Event (Classroom) trainings.

## Show the Calendar Events

	0.	show	the C	alen	dar E	vents	5	
By Course ID	OE	Ivent	s in D	Date F	Range			
By Subject	-		Ma	reh 20	016		-	EDOH 2016 Division & 2 Infectious Substances Backs - Learning Event
By Audience	-	Mon	Tue	Mod	Thu	E.c.	2	03/24/2016 Division 6.2 Intectious Substances Packa - Learning Event
By Competencies and	28	29	1	2 2	3	4	5 Sat	9:00 AM - 4:30 PM CT
Du Format	6	Z	8	9	10	11	12	FDOH Bay County Health Department
By Format	13	14	15	16	17	18	19	
By Credit Type	20	21	22	23	24	25	26	Course Title: FDOH 2016 6.2 Infectious Substances Packaging and Shipping
By Sponsor/Offerer	27	28	29	30	31	1	2	TrainingCourse Duration: 8 hours (All sessions are scheduled from 9:00 am to 4:30 p
<u>By Date</u>	3	4	5	8	7		9	but may run longer)Course Description. Inf
By Distance								۲ ۲
By Accreditation								Click to view course details
By Certificate								
Neyword Search								
By Training plan								
By Language								
Advanced Search								

- ✓ The page shows the calendar events for the current date.
- Click on a calendar day to view the scheduled calendar event (s)
- ✓ Click on the "Detail" link to see course details.
  - You can register for the course on the course details page.
- ✓ Use the calendar navigation to search for future courses.



You can search for Live Events (Classroom) trainings by using the Events in Date Range option.

#### Events in Date Range

Search Options Browse 'Florida' Browse All By Course ID By Subject By Subject By Audience By Competencies and Capabilities By Format By Credit Type By Sponsor/Offerer By Date By Distance By Distance By Accreditation By Certificate Keyword Search By Training plan By Language Advanced Search	Course Search  Show the Calendar Events  Events in Date Range  Start Date:  5/22/2016  Show Events  Show Events	<ul> <li>✓ Enter a search start date using this format: 3/22/2016.</li> <li>✓ Enter a search end date using this format: 5/22/2016.</li> <li>✓ Click the Show Events button.</li> <li>❑ You can register for the course on course details page.</li> <li>✓ Use the calendar navigation to search for future courses.</li> </ul>
Saved Search Criteria		Image 4.38

Section 4.14

By Distance

When you click on the **By Distance** search option, it will display a page for you to enter your search criteria. For the best results:

Saarah Ontiana	Course Search	<b>v</b>	E
Search Options	Distance		V
Browse 'Florida'		_ ✓	(
Browse All	In radius of 100 miles		
By Course ID			
By Subject	Search	$\checkmark$	٦
By Audience			
<ul> <li>By Competencies and Capabilities</li> </ul>			ç
By Format			
By Credit Type			
By Sponsor/Offerer			
By Date			
► By Distance			
<ul> <li>By Accreditation</li> </ul>			
<ul> <li>By Certificate</li> </ul>			
<ul> <li>Keyword Search</li> </ul>			
<ul> <li>By Training plan</li> </ul>			
By Language			
Advanced Search			
<ul> <li>Saved Search Criteria</li> </ul>		image 4.3	99

- ✓ Enter the distance in radius of miles you are willing to travel from your current location.
   ✓ Click the Search button.
- The search results page will display all Live Events (Classroom) trainings within your search criteria.



## Section 4.15

## **By Accreditation**

When you click on the **By Accreditation** search option, it will display a page for you to select your search criteria. For the best results:

Browse Floridal     Provise Floridal     Provise Floridal     Tip: To make multiple selections under a search option, hold down the CTRL key to select more than one option from the list.     Accreditation     Provise ID     Pr
By Course ID     Sy Course ID     Sy Course ID     Sy Subject     Subject     Sy Subject     Subject
And Keyword      Tip: Use "Off or "AND" to better define your selected keyword search criteria      Tip: To search for an exact phrase (e.g., "vaccine administration"), use quotation marks:      Course Title     Description     Both      Exact

- ✓ Select the Accreditation type in the text box.
- ✓ Click the **Non-Clinical** radio button.
- ✓ Click the All radio button.
- Optional; enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "In-Service"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.

Section 4.16

## **By Certificate**

When you click on the **By Certificate** search option, it will display a page for you to select your search criteria. This page will show all courses assigned to the certificate. For the best results:

Image 4.41

Browse 'Florida'	p: To make multiple selections under a search option, hold down the CTRL key to select more than one option from the
Browse All Cer	tificate
	AOTA - EES
By Course ID	APA - EES
By Subject	Arb Generic Certificate
By Audience	Arc FL - Finding Anordable Rental Housing Certificate
By Competencies and	Arc FL- "Disability and Health- Module 2" Certificate
Capabilities	Arc FL- "Disability and Health- Module 3" Certificate
By Format	Arc FL- "Oral Health for Caregivers Presentation" Certificate
By Credit Type	
By Sponsor/Offerer	Clinical Non-Clinical O Both
By Date	O Local All
By Distance	Erre courses only
By Accreditation	
By Cartificata	And Keyword
Execution Controls	Tip: Use "OR" or "AND" to better define your selected keyword search criteria.
De Training alag	rip. To search for an exact pricase (e.g., vaccine administration ), use quotation marks.
by training plan	
By Language	O Course Title
Advanced Secret	ODescription
Advanced Search	Both

✓ Select the **Certificate** in the text box.

- ✓ Click the **Non-Clinical** radio button.
- ✓ Click the **All** radio button.
- Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g., "In-Service"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.



## Section 4.17

#### Keyword Search

The **Keyword Search** option is the recommended way to find courses. When you click on the **Keyword Search** option, it will display a page for you to select your search criteria. The results page will display a listing **all** active courses, conferences, resources, announcements, discussions, links assigned by the National and TRAIN Florida Administrators, and Non-Train Events assigned by National and TRAIN Florida Course providers. For the best results:

Search Options	Course Search	✓ Click the <b>Non-Clinical</b> radio button
<ul> <li>Browse 'Florida'</li> <li>Browse All</li> </ul>	Tip: To launch search function, please click on Search button. Starting search by pressing Enter key temporarily is not available. Keyword	✓ Click the All radio button.
Browse All     By Course ID     By Subject     By Audience     By Competencies and     Capabilities     By Format     By Condetencies and     Capabilities     By Format     By Credit Type     By Sponsor/Offerer     By Date     By Distance     By Accreditation     By Certificate     Keyword Search     By Training Plan     By Language	Clinical Non-Clinical Obth Local All Free courses only Tip: Use "OR" or "AND" to better define your selected keyword search criteria. Tip: To search for an exact phrase (e.g., "vaccine administration"), use quotation marks. Content Type: Content Type: Course Conference Resources Announcement Discussion Link Non-TRAIN Event "AND" "HIPAA" Title Description Both Search	<ul> <li>Click all content types that apply</li> <li>Optional: enter a keyword using the following tips:</li> <li>Use "OR" or "AND" to better define your selected keyword search criteria.</li> <li>To search for an exact phrase (e.g., "HIPAA"), use quotation marks.</li> </ul>
Advanced Search		✓ Click the <b>Both</b> radio button.
Saved Search Criteria		
	Image 4.42	

## Section 4.18

## By Training plan

When you click on the **By Training Plans** search option, it will display all training plans shared at the National level.



## Section 4.19

## By Language

When you click on the **By Language** search option, it will display a page for you to select your search criteria. For the best results:

Search Options	Course Search	Soloct the Language type in the text box
Browse 'Florida'	Tip: To make multiple selections under a search option, hold down the CTRL key to select more than one option from the list	• Select the Language type in the text box.
<ul> <li>Browse All</li> </ul>	Language	✓ Click the <b>Non-Clinical</b> radio button
By Course ID	English	
By Subject	American Sign Language (ASL)	✓ Click the <b>All</b> radio button.
By Audience	Arabie	
<ul> <li>By Competencies and Capabilities</li> </ul>	Bengali	✓ Optional: enter a keyword using the
By Format	Cantonese	following tipo:
<ul> <li>By Credit Type</li> </ul>	Farsi	i ioliowing lips.
<ul> <li>By Sponsor/Offerer</li> </ul>	French	D Hee "OD" or "AND" to better define your
By Date	German	Use OR of AND to better define your
<ul> <li>By Distance</li> <li>Du Assemblation</li> </ul>		apported keyward approbaritoria
<ul> <li>By Accreditation</li> <li>By Certificate</li> </ul>		selected keyword search chiena.
<ul> <li>Keyword Search</li> </ul>		
By Training plan		I o search for an exact phrase (e.g., in-
By Language	Japanese	
· Advanced Description	L_Korean	Service <sup>*</sup> ), use quotation marks.
<ul> <li>Advanced Search</li> </ul>	Mandarin	
Saved Search Criteria	Other	✓ Click the <b>Both</b> radio button.
	Portuguese	
	Russian	✓ Click the <b>Search</b> button.
	Somali	
	Spanish	
	Tacalog	
	Vietnamese	
	Clinical Non-Clinical O Both	
	Free courses only	
	And Keyword	
	Tip: Use "OR" or "AND" to better define your selected keyword search critena. Tip: To search for an exact phrase (e.g., "vaccine administration"), use quotation marks.	
	O Course Title	
	O Description	
	Both	Image 4.44
	Search Save Search Criteria	
L		

#### Section 4.20

## **Advanced Search**

When you click on the **Advanced Search** option, it will display a page for you to select your search criteria. You can use any of the following to search for courses:

By Subject By Audience By Competencies and Capabilities By Format By Credit Type By Sponsor/Offerer By Date By Distance By Accreditation By Certificate Keyword Search By Language, By Training Plans



## Section 4.21

## **Saved Search Criteria**

You can click the **Save Criteria** button on any Course Search or Search Results page to save your search criteria. For the best results:

Search Options	Course Search
<ul> <li>Browse 'Florida'</li> <li>Browse All</li> </ul>	Saved Search Criteria
<ul> <li>By Course ID</li> <li>By Subject</li> <li>By Audience</li> <li>By Competencies and</li> </ul>	Please enter name for the new search criteria HIPAA Notify me about courses satisfying this search criteria
Capabilities By Format By Credit Type Ry Spagger/Offerer	
<ul> <li>By Sponsor/Onerer</li> <li>By Date</li> <li>By Distance</li> <li>By Accreditation</li> </ul>	
<ul> <li>By Certificate</li> <li>Keyword Search</li> <li>By Training plan</li> <li>By Language</li> </ul>	
Advanced Search	
<ul> <li>Saved Search Criteria</li> </ul>	

- ✓ Click the Save Criteria button
- ✓ Enter name for the new search criteria.
- Check the Notify me about courses satisfying this search criteria, box ( To get an email, you must Opt-in to receive emails from TRAIN Florida)
- ✓ Click the **Submit** button.

## Image 4.45

#### Here is how to manage the Saved Search Criteria.

When you click on the Saved Search Criteria search option, it will display a page for you to manage your Saved Search Criteria.





## Section 5

## Who to Contact for Help & Support

#### When to Contact the Course Provider

For help or questions with the training content, presentation materials, or the presentation, please contact the Course Provider. They will provide you with answers to resolve your problems.

Follow the steps in Section 3.1 of this document to locate the Course Provider information. Locate section 3.1.2.b, click on the Contacts tab. The page will show you the Course Provider's name, telephone number and email address.

Course Details	Contacts	Registration	Reviews	Image 5.1
----------------	----------	--------------	---------	-----------

<u>**TIP!</u>** Please review the Course Details. The Course Provide may have include special course instructions.</u>

## When to Contact the TRAIN Florida APD LMS Support team

#### **APD Technical Support and Communication**



Image 5.2

We are just an email away!

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: <a href="mailto:apd.lmssupport@apdcares.org">apd.lmssupport@apdcares.org</a>.



Do not to contact the Florida Department of Health or the Public Health Foundation for assistance. Thank you for supporting TRAIN Florida APD.