

# **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 [APD Training Portal](#) web page.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org).

**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 **Keyword or Course ID search** 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 **a keyword** into the **Keyword or Course ID search** field, and then click the search icon button to the right of the field.

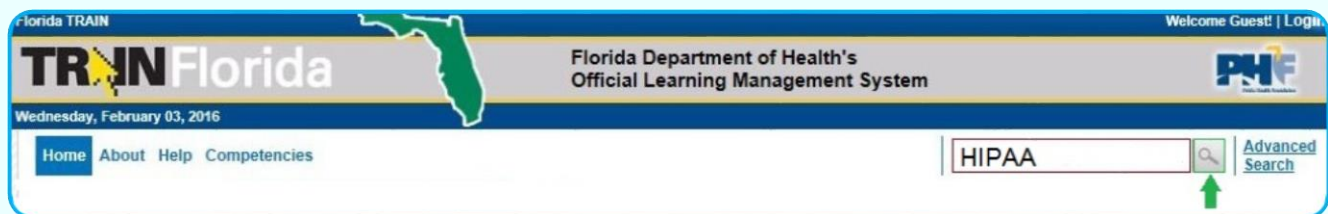


Image 4.0

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.

How to Locate TRAIN Florida APD Courses – Appendix I

**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.

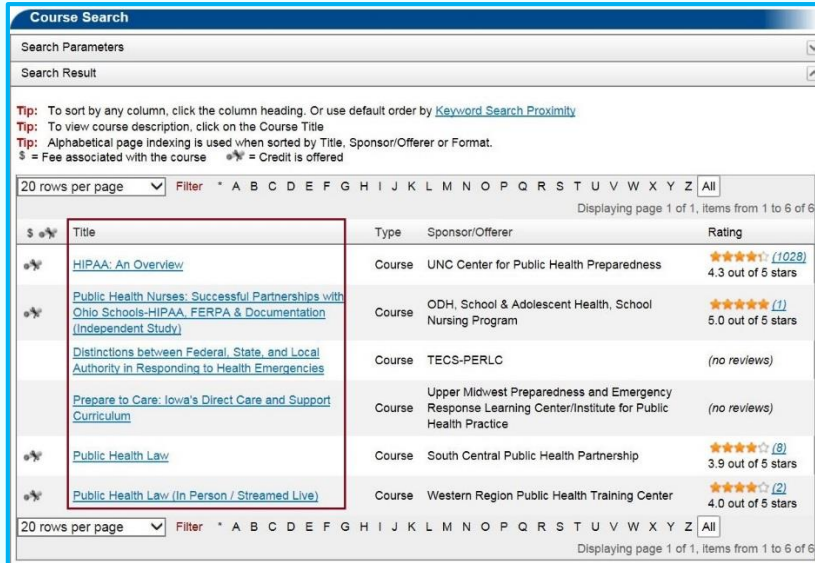


Image 4.1

**Step 4**

**How to sort the course titles alphabetically.**

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



Image 4.2

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



Image 4.3

**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 **Course Title** to view the Course Description.

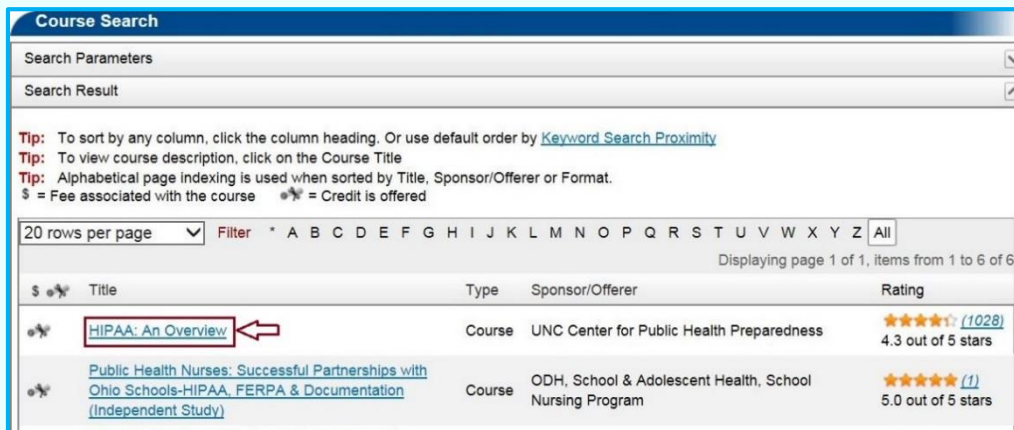


Image 4.4

**Step 2**

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

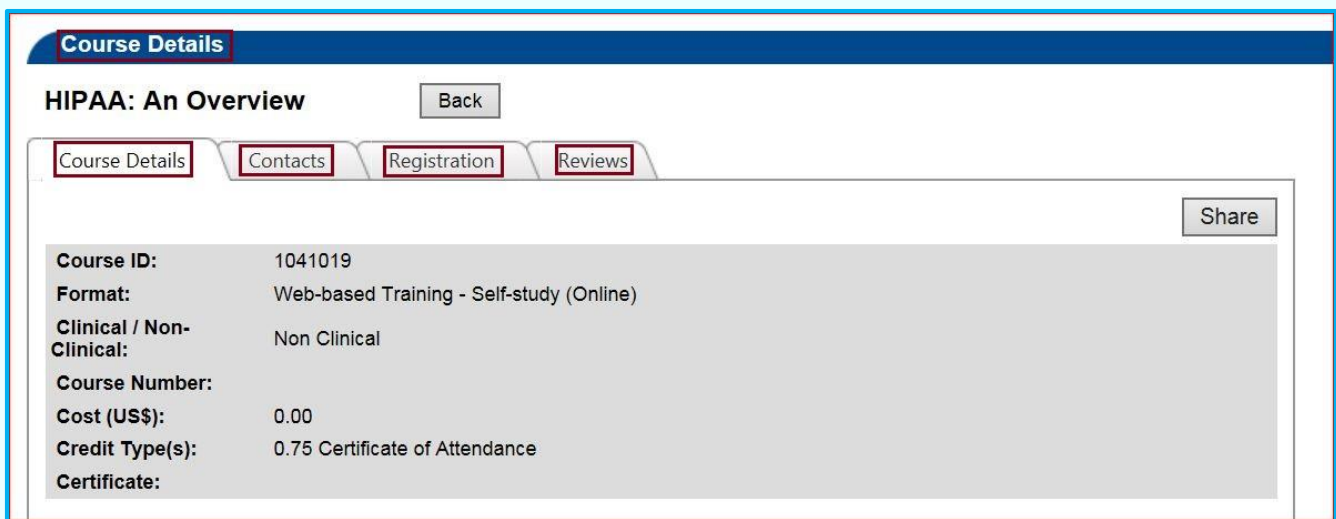


Image 4.5

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

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

- a) **Course Details** - Provides a course overview.



Image 4.6

- b) **Contacts** - Provides the course contact information



Image 4.7

- c) **Registration** - Allows you to log in and register for the course.



Image 4.8

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



Image 4.9

**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.



Image 4.10

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

**Step 2**

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

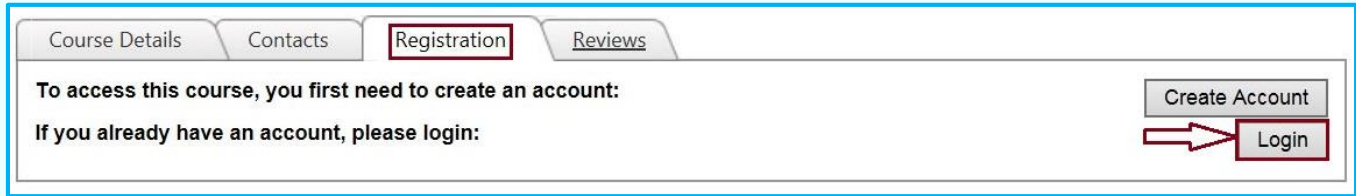


Image 4.11

- 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.



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.



Image 4.13



How to Locate TRAIN Florida APD Courses – Appendix I

**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.

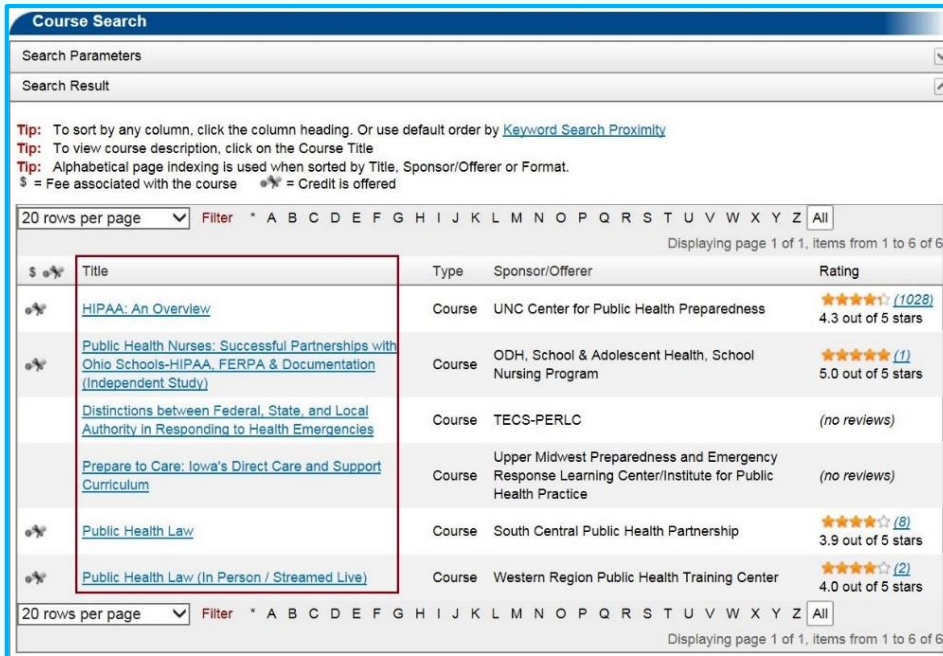


Image 4.14

**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.

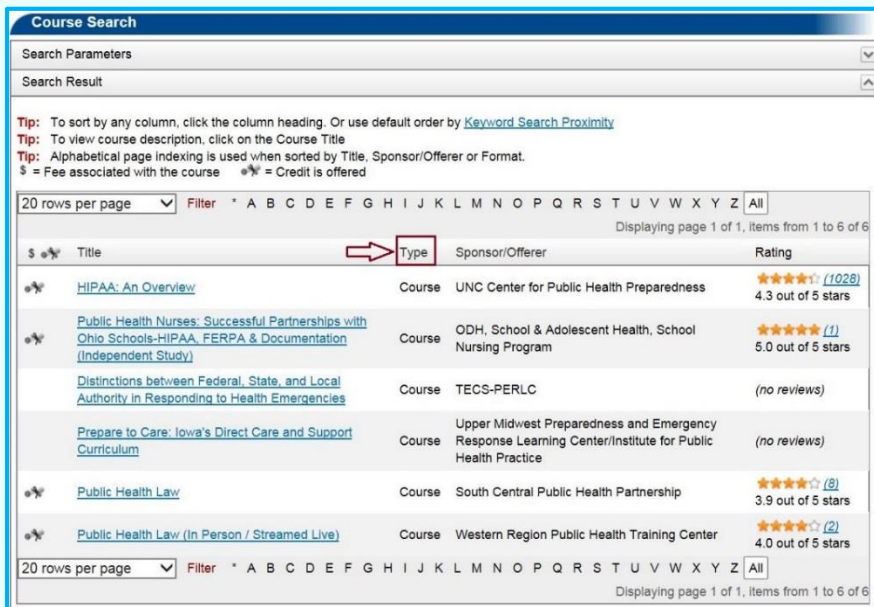


Image 4.15

How to Locate TRAIN Florida APD Courses – Appendix I

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



Image 4.16

**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.

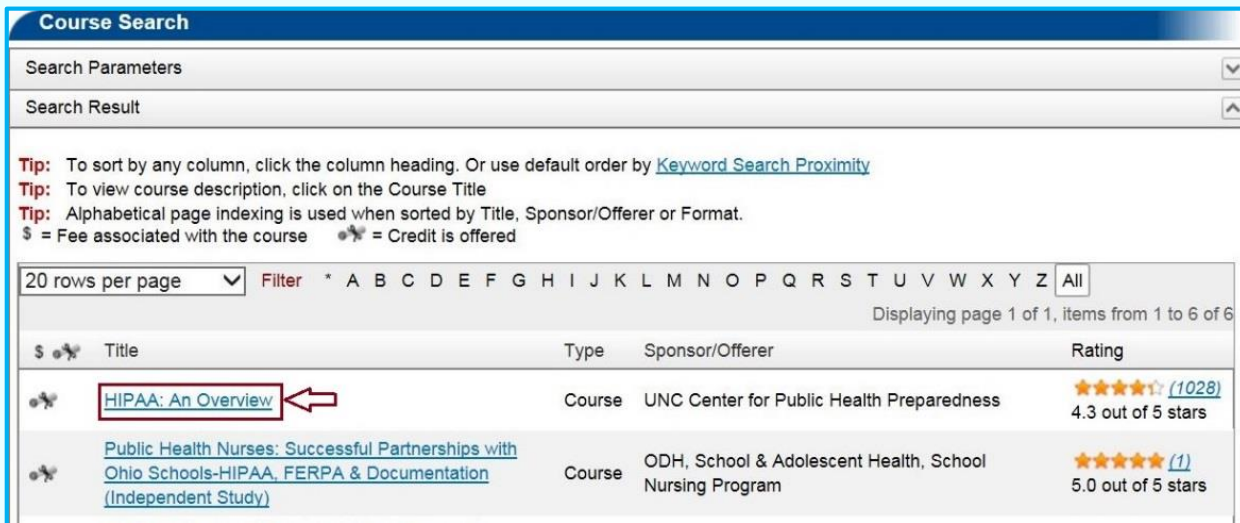


Image 4.17

How to Locate TRAIN Florida APD Courses – Appendix I

**Step 2**

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

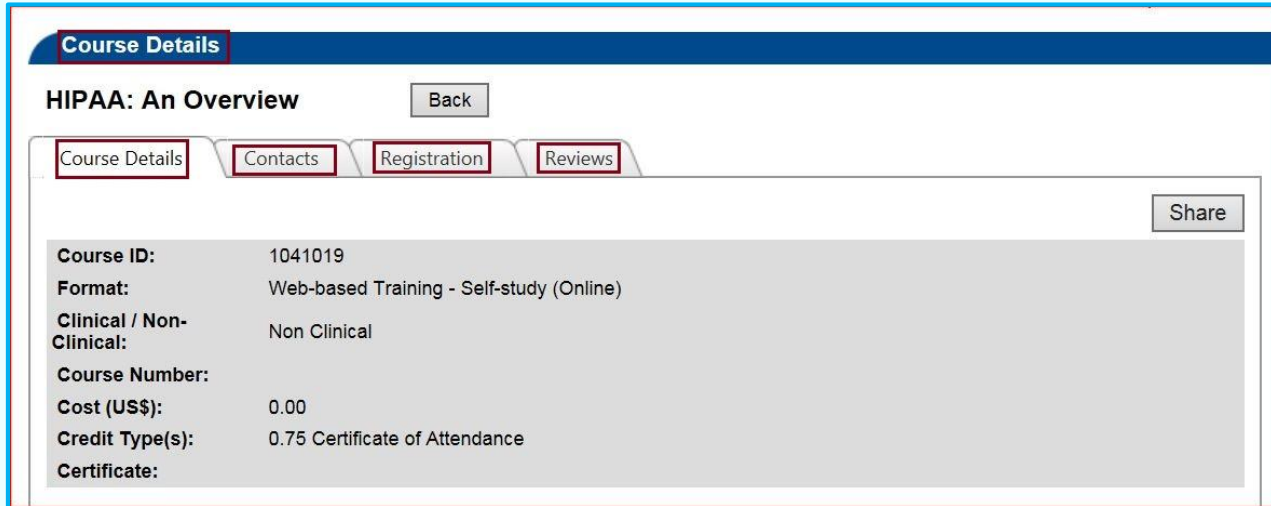


Image 4.18

a) **Course Details** - Provides a course overview.



Image 4.19

b) **Contacts** - Provides the course contact information.



Image 4.20

c) **Registration** - Allows you to log in and register for the course.



Image 4.21

d) **Reviews** - Allows you to see what other learners think about it.



Image 4.22

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

## How to register for the course.

### Step 1

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



Image 4.23

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.

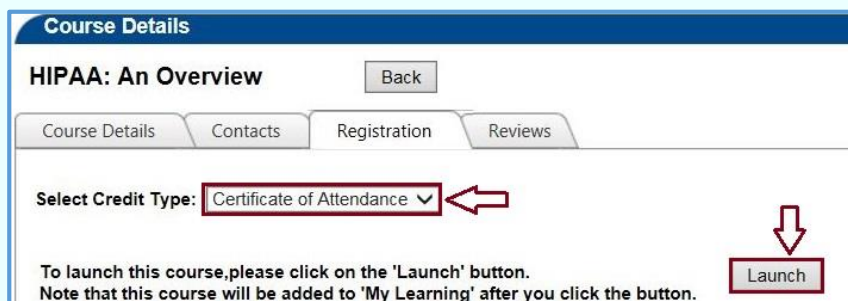


Image 4.24

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: [How do I manage a TRAIN Florida course?](#)

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by email: [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org).

**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.



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.

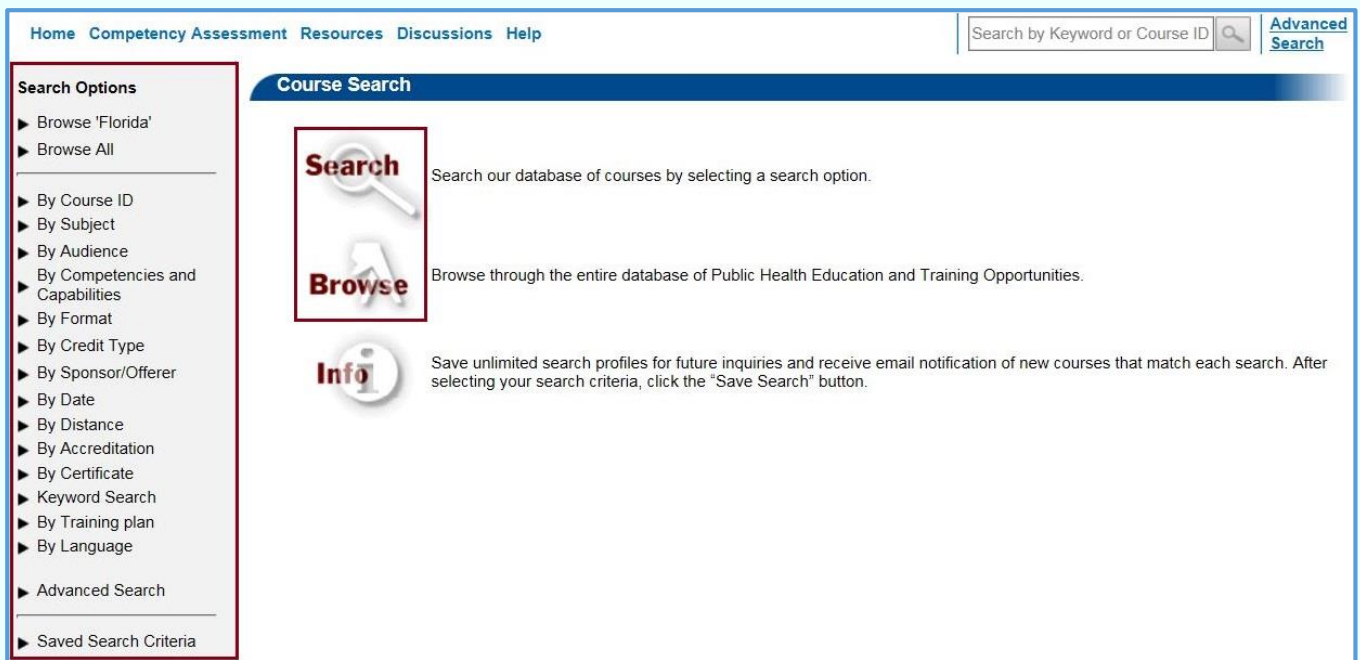


Image 4.26

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**.

How to Locate TRAIN Florida APD Courses – Appendix I

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**.

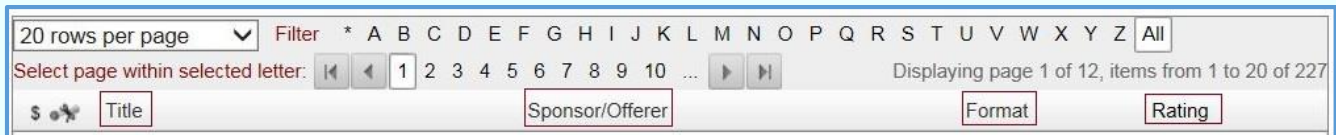


Image 4.27

**Tip!** To view course description, click on the **Course Title**



Image 4.28

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



Image 4.29

**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.



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.

The screenshot shows the 'Course Search' interface. On the left, the 'Search Options' menu has 'Browse 'Florida'' selected. The main area displays search parameters and a table of results. The table has columns for Title, Sponsor/Officer, Format, and Rating. The results list several courses, including 'APD - Attain, Inc. Health Insurance Portability and Accountability Act (HIPAA)', 'Arc of Florida- FDDC presents. "Oral Health Care for Individuals with Developmental Disabilities- Tools and Techniques for Caregivers"', and 'Basic Epidemiology'.

Title	Sponsor/Officer	Format	Rating
APD - Attain, Inc. Health Insurance Portability and Accountability Act (HIPAA)	Agency for Persons with Disabilities - Attain, Inc.	Web-based Training - Self-study	5.0 out of 5 stars (1)
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 (5)
Arc of Florida- FHC & FHFC present. "Finding Affordable Rental Housing"	Arc of Florida	Web-based Training - Self-study	5.0 out of 5 stars (5)
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 (2)
Basic Epidemiology	USF Center for Leadership in Public Health Practice	Web-based Training - Self-study	4.3 out of 5 stars (47)

Image 4.30

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

### Section 4.5

#### 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.

The screenshot shows the 'Course Search' interface with 'Browse All' selected in the search options. The results table lists various courses from different providers. The table has columns for Title, Sponsor/Officer, Format, and Rating. The results include 'The Post-Election Era: What to Expect for Public Health?' from the National Network of Public Health Institutes (NNPHI), 'KMI Credit Test' from kmi, and several courses from the South Central Public Health Partnership.

Title	Sponsor/Officer	Format	Rating
"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 (52)
KMI Credit Test	kmi	Web-based Training - Self-study	(no reviews)
01. General Environmental Health - EPHOC	South Central Public Health Partnership	Web-based Training - Self-study	3.8 out of 5 stars (12)
02. Statutes and Regulations - EPHOC	South Central Public Health Partnership	Web-based Training - Self-study	4.2 out of 5 stars (6)
03. Food Protection - EPHOC	South Central Public Health Partnership	Web-based Training - Self-study	4.8 out of 5 stars (6)

Image 4.31

## 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.

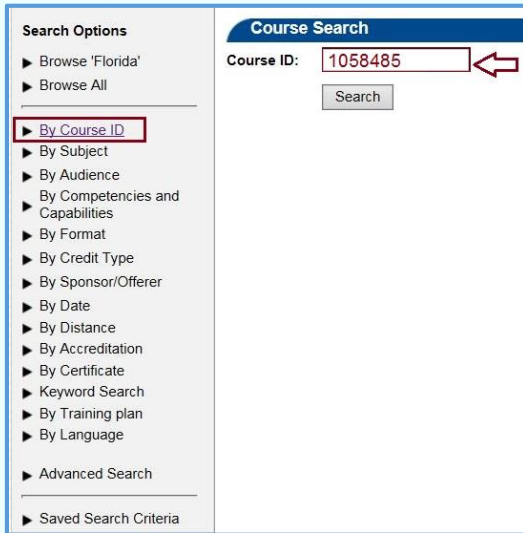


Image 4.31

## 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:

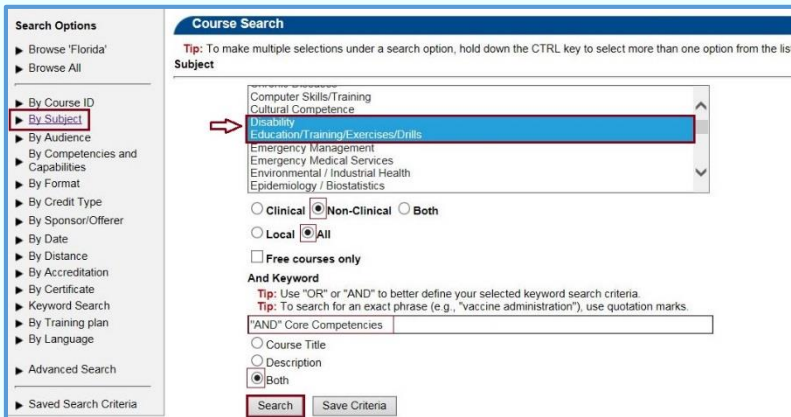


Image 4.31

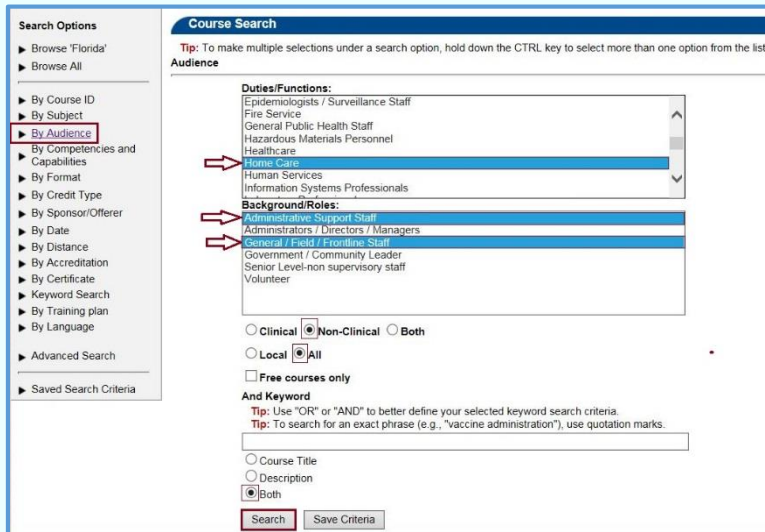
- ✓ Select the **subject area** in the text box.
- ✓ Click the **Non-Clinical** radio button.
- ✓ Click the **All** radio button.
- ✓ Optional: enter a keyword using the following tips:
  - Use "OR" or "AND" to better define your selected keyword search criteria.
  - To search for an exact phrase (e.g.,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



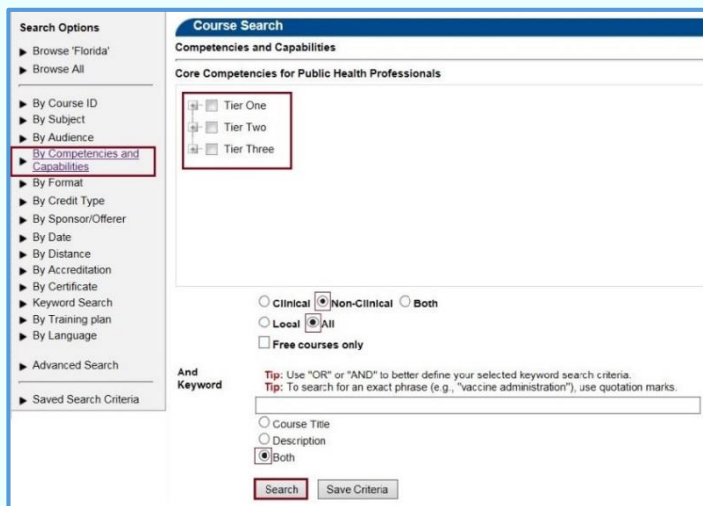
- ✓ Select your **Job Duty or Functions** in the text box.
- ✓ Select your **Background Role** in the text box.
- ✓ Click the **Non-Clinical** radio button
- ✓ Click the **All** radio button.
- ✓ Optional: enter a keyword using the following tips:
  - ❑ Use "OR" or "AND" to better define your selected 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.

Image 4.32

**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:



- ✓ 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.

Image 4.33

**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:

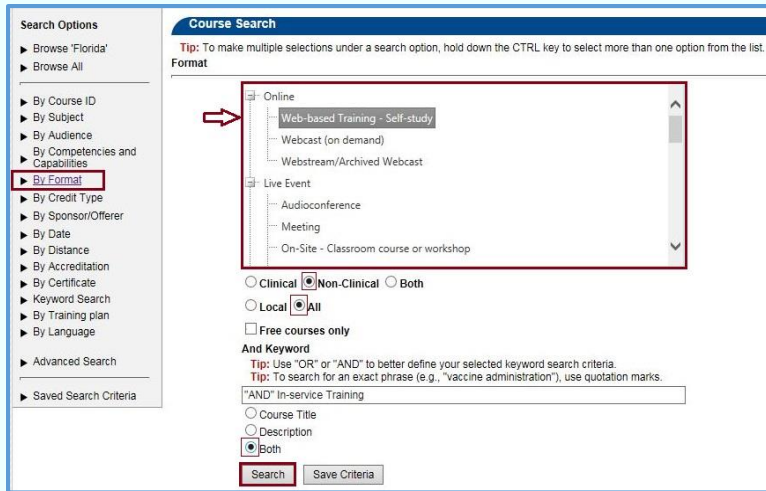


Image 4.34

- ✓ 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:

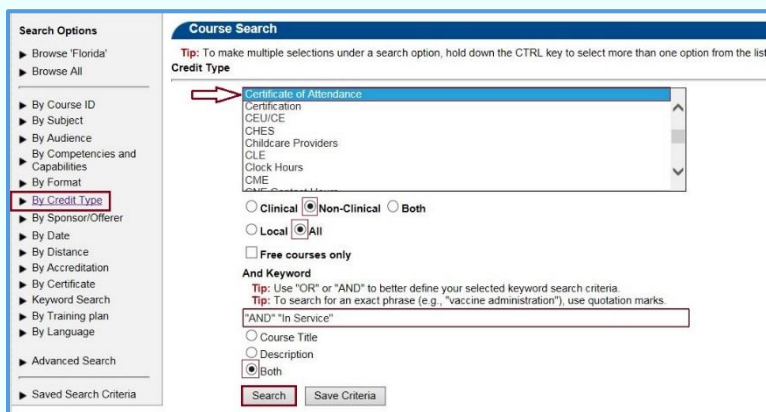


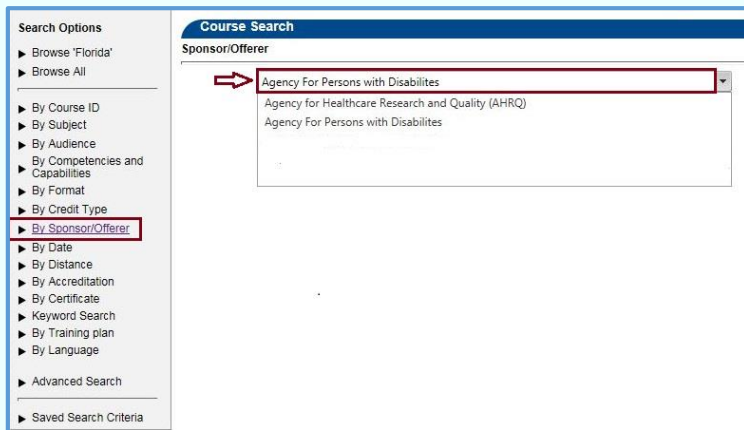
Image 4.35

- ✓ 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:



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

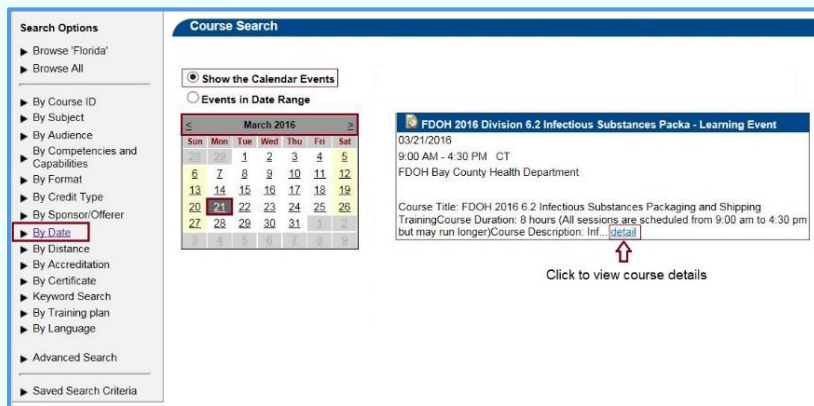
Image 4.36

**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**

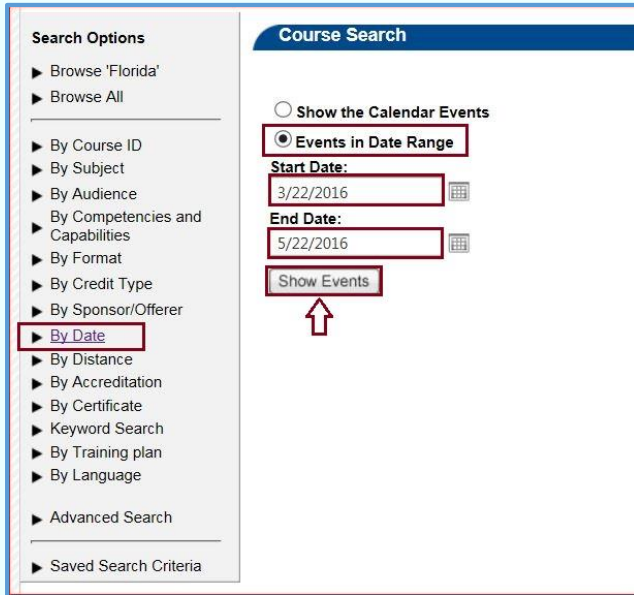


- ✓ The page shows the calendar events for the current date.
- ✓ Click on a calendar day to view the scheduled calendar event (s)
- ✓ Click on the **"Detail"** link to see course details.
  - ❑ You can register for the course on the course details page.
- ✓ Use the **calendar navigation** to search for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

Image 4.37

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

### Events in Date Range



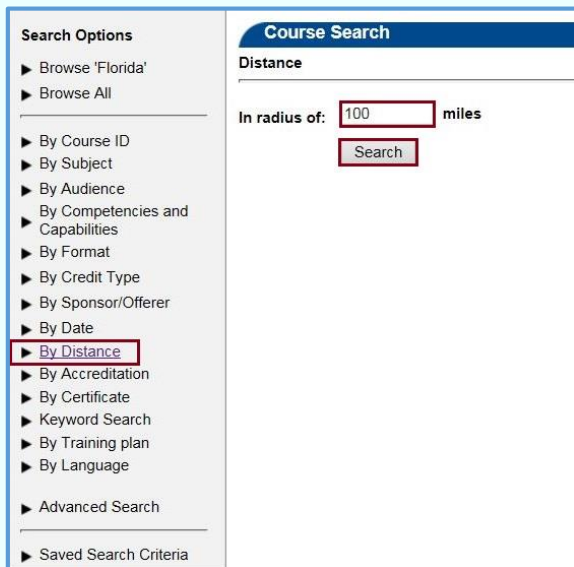
- ✓ Enter a search start date using this format: 3/22/2016.
- ✓ Enter a search end date using this format: 5/22/2016.
- ✓ Click the Show Events button.
  - ❑ You can register for the course on course details page.
- ✓ Use the calendar navigation to search for future courses.

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:



- ✓ 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.

Image 4.39

**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:

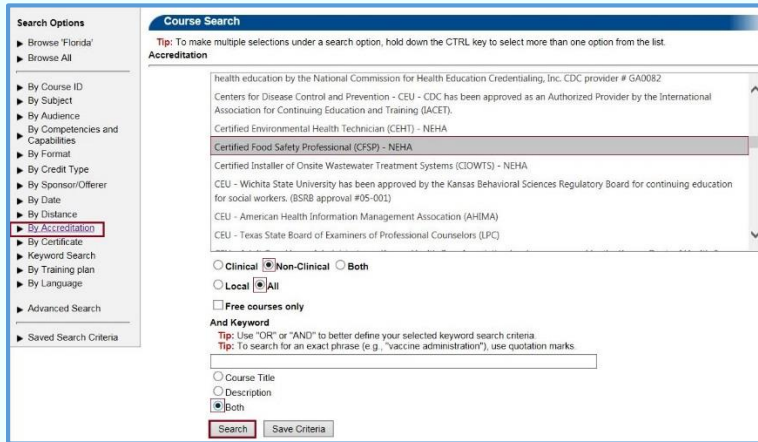


Image 4.40

- ✓ 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:

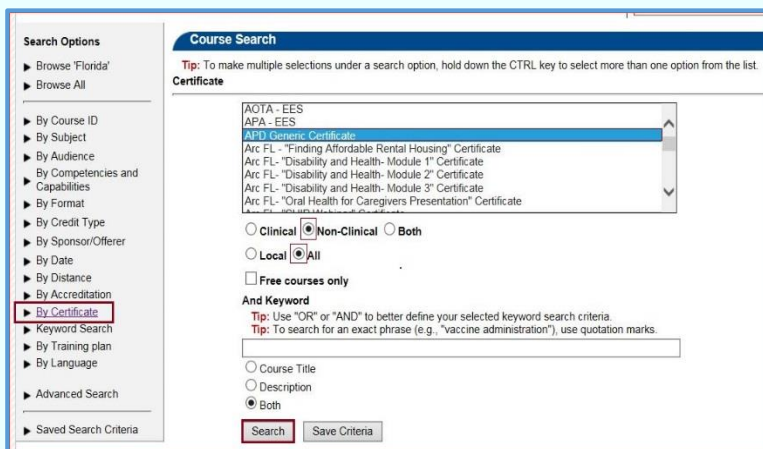


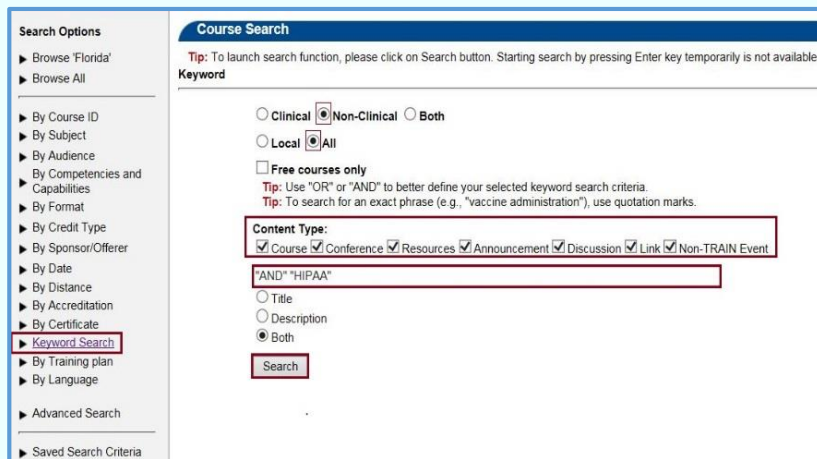
Image 4.41

- ✓ 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:



- ✓ Click the **Non-Clinical** radio button
- ✓ Click the **All** radio button.
- ✓ Click all content types that apply
- ✓ 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., "HIPAA"), use quotation marks.
- ✓ Click the **Both** radio button.
- ✓ Click the **Search** button.

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.

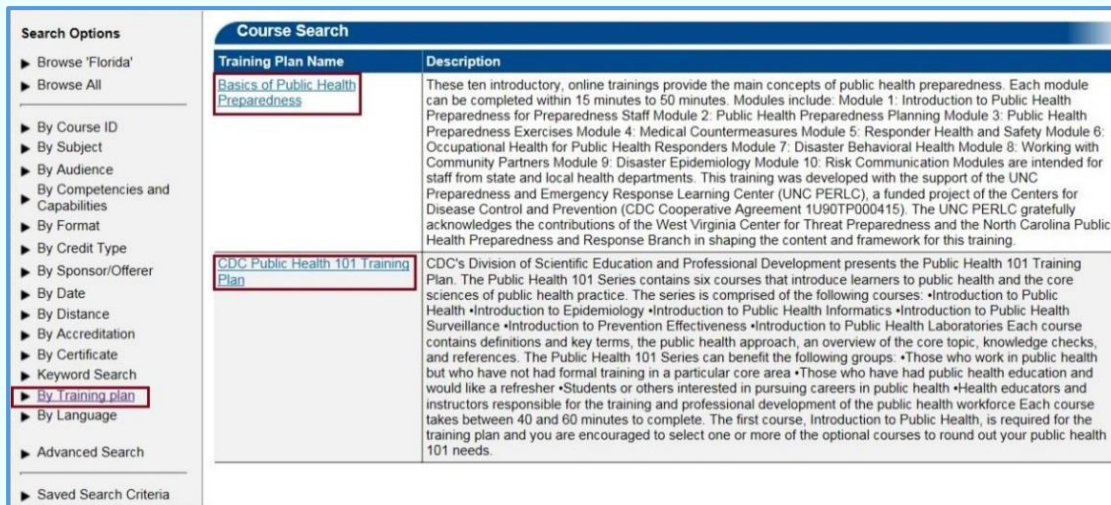
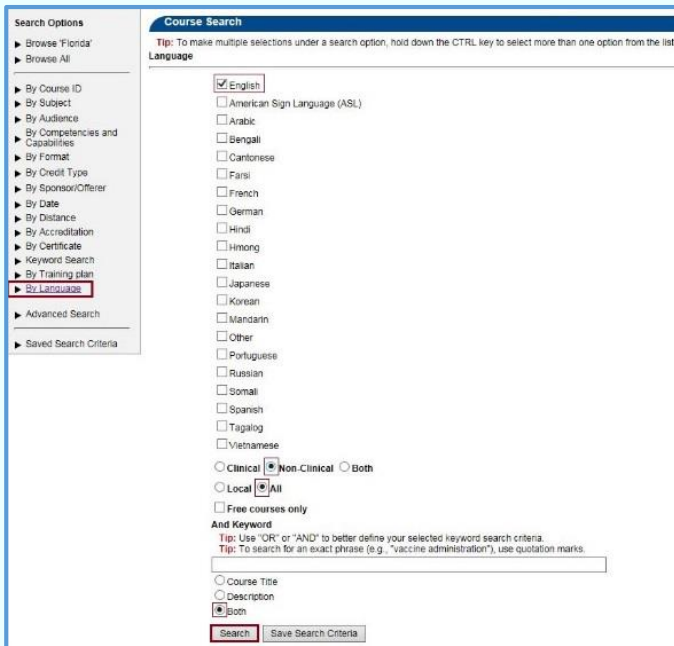


Image 4.43

**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:



- ✓ Select the **Language 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.

Image 4.44

**Section 4.20**

**Advanced Search**

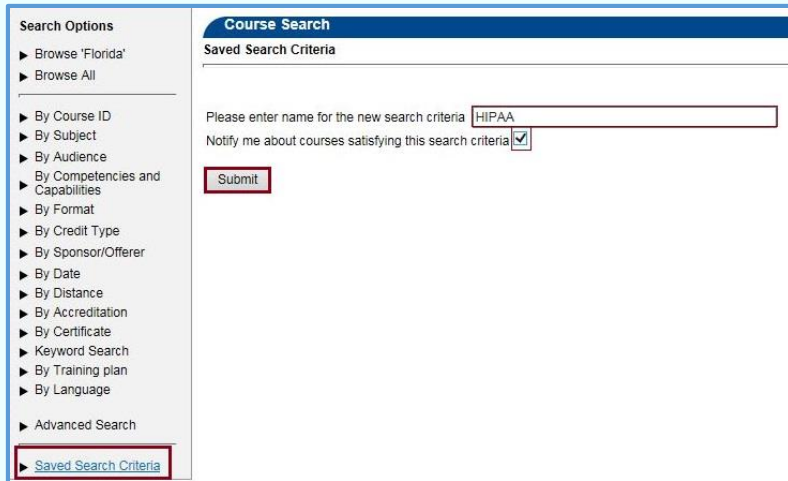
When you click on the **Advanced Search** option, it will display a page for you to select your search criteria. You can use any of the following to search for courses:

- 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:



- ✓ 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.



**Tips:**

- ✓ Click the pencil icon change the search information.
- ✓ Click the “X” to delete the Saved Search Criteria.
- ✓ Click the **Search Criteria** link to run the Search Criteria.

Image 4.46



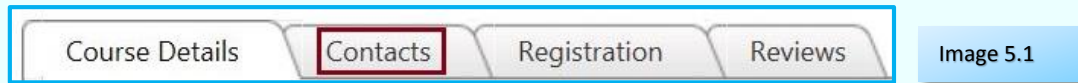
**Section 5**

**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.



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

**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: [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org).



Image 5.3

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