## How to Find APD Courses on TRAIN Florida



**Before You Begin:** Do you already have a TRAIN account? If yes, do not create another account. Contact the APD LMS Support Team at <a href="mailto:apdcares.org">apdcares.org</a> if you are not sure. Learners must have only one TRAIN Florida account. Learners with duplicate accounts will be blocked from accessing their TRAIN Florida accounts.

In order to display the Agency for Persons with Disabilities (APD) courses, you will first need to create your profile in TRAIN Florida. It is important that you set APD Providers as your selected group.

- **1.** Go to <u>https://www.train.org/main/welcome</u> and sign into your account. If you do not yet have a TRAIN account, you will need to have your agency create one (if you are a staff member) or create an account if you are a non-APD provider. Visit the APD Training Portal for more instructions on TRAIN Florida account creation.
- 2. On your home page, click the profile icon beside your name on the top right corner of the page, or you can click the Your profile is incomplete link.



- **3.** On the **Your Profile** page, click **Manage Groups** and then do the following:
  - Click the pencil icon.
  - Click APD Providers and then select your region.
  - Click **Confirm these selections**.
  - Click Confirm Group Selections.
  - o Click Save.

Your Profile Is incomplete

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Work Settings	0

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- **4.** On the **Your Profile** page, complete all fields listed on the left menu (you must complete fields marked with an exclamation point **1**).
- 5. Click Save.
- **6.** Click **Logout.** You will then login with your information.

## After you log in to your account:

The following APD courses must be accessed through their respective training plans:

- Direct Care Core Competencies
- Medication Error Prevention and Medication Administration Annual Update
- Zero Tolerance
- **1.** Scroll down the home page to the **Search** column and click the **Training Plans** link.



**2.** Click the **course name** link.

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**3.** Click the **Show More** link and read the information provided; download the **Navigation/Instructions** guide (and follow the guide from this point forward).

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Note: For additional information about APD courses and TRAIN Florida navigation, visit the APD Training Portal.