

How to Register for a Course on TRAIN

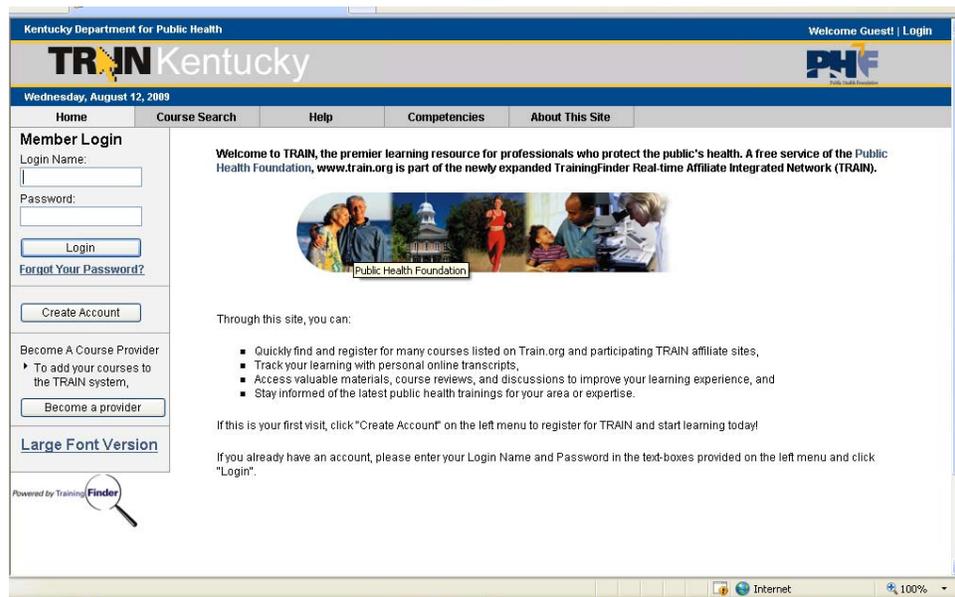
Welcome to the Governmental Services Center's e-Learning Program. To register and participate in a GSC e-Learning course you will need to register for the class through your training liaison after obtaining your supervisor's permission.

Once you have been enrolled in the course via Pathlore you will receive an email confirmation with the Course ID number and Registration code listed. You will need to follow the instructions below using these two numbers to self-enroll in the course.

If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account and use the course code and registration code information found in your email confirmation for the class that you have enrolled in through your agency training liaison to register for your GSC e-Learning course. If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN**" listed below.

How to Register Initially in TRAIN

- Type "ky.train.org " into the address field of your browser to get to the KY TRAIN site. (Remove the http:// and/or www)
- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.



The screenshot shows the TRAIN Kentucky website interface. At the top, there is a navigation bar with "Kentucky Department for Public Health" on the left and "Welcome Guest! | Login" on the right. The main header features the "TRAIN Kentucky" logo and the "PHF" logo. Below the header, a navigation menu includes "Home", "Course Search", "Help", "Competencies", and "About This Site". The date "Wednesday, August 12, 2009" is displayed. On the left side, there is a "Member Login" section with fields for "Login Name:" and "Password:", a "Login" button, and a "Forgot Your Password?" link. Below this is a "Create Account" button. Further down, there is a "Become A Course Provider" section with a "Become a provider" button and a "Large Font Version" link. The main content area contains a welcome message: "Welcome to TRAIN, the premier learning resource for professionals who protect the public's health. A free service of the Public Health Foundation, www.train.org is part of the newly expanded TrainingFinder Real-time Affiliate Integrated Network (TRAIN)." Below this is a photograph of a group of people, with "Public Health Foundation" written underneath. A list of features is provided: "Through this site, you can:" followed by three bullet points: "Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites," "Track your learning with personal online transcripts," and "Access valuable materials, course reviews, and discussions to improve your learning experience, and Stay informed of the latest public health trainings for your area or expertise." At the bottom of the main content area, there are two lines of text: "If this is your first visit, click 'Create Account' on the left menu to register for TRAIN and start learning today!" and "If you already have an account, please enter your Login Name and Password in the text-boxes provided on the left menu and click 'Login'." The footer of the page includes "Powered by TrainingFinder" and a magnifying glass icon. The browser's address bar at the bottom shows "Internet" and a zoom level of "100%".

- Agree to the TRAIN Policies.

Kentucky Department for Public Health | Welcome Guest! | Login

TRAIN Kentucky | PHF

Wednesday, August 12, 2009

Home | Course Search | Help | Competencies | About This Site

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
 Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

- I. General Policies and Liability Terms
- II. Confidentiality Statement
- III. Learner Rights and Responsibilities
- IV. Course Provider Rights and Responsibilities
- V. Definitions

I agree to these TRAIN policies *

Next | Cancel

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- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not hit the "Back" button at any time during the registration process.

Home | Course Search | Help | Competencies | About This Site

Required Fields:

Login Name: *
 Password: *
 Confirm Password: *
 First Name: *
 Last Name: *
 Title: *
 Telephone (daytime): *
Example: (777)777-7777
 Email: *
 Confirm Email: *
 Organization name: *
 Department / Division: *
 Address 1: *
 City / Township / Town: *
 Zip code / Postal code: *
 Country: *
 State / Territory: *
 County: *

Optional Fields:

Middle Name:
 Telephone (evening):
 Daytime Extension:
 Pager:
 Fax:
 Mobile:
 Bureau / Section:
 Address 2:

I would like to receive notifications about the site updates by email.

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password:

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information.

Kentucky Department for Public Health

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TRIN Kentucky

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Home Course Search Help Competencies About This Site

Please select from the dropdown menus below your location, agency and/or job role as appropriate.

Franklin

Select Organization or Worksite

Select Organization or Worksite

- Emergency Management
- Hospital
- Other Health Care Provider
- Public Health
- Volunteer Agencies

Back Next

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- MRC Member – Leave this unchecked unless you are a member and Click “Next”.

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Are you a member of the Medical Reserve Corps (MRC)?

Yes

No

Back Next

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Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

<input type="checkbox"/>	Law Enforcement	
<input type="checkbox"/>	Legal Professional	
<input type="checkbox"/>	Librarian / Information Specialist	
<input type="checkbox"/>	Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/>	Medical Examiner / Coroner	
<input type="checkbox"/>	Mental and Behavioral Health Professional	--Select--
<input type="checkbox"/>	Nurse	--Select--
<input type="checkbox"/>	Occupational Health and Safety Personnel	
<input type="checkbox"/>	Outreach / Field Worker	
<input type="checkbox"/>	Pharmacy Professional	--Select--
<input type="checkbox"/>	Physician	--Select--
<input type="checkbox"/>	Non-Physician Clinician	--Select--
<input type="checkbox"/>	Policy / Planner	
<input type="checkbox"/>	Program Specialist	
<input type="checkbox"/>	Public Health Official	
<input type="checkbox"/>	Public Relations / Media Specialist	
<input type="checkbox"/>	Researcher / Analyst	
<input checked="" type="checkbox"/>	Student	
<input type="checkbox"/>	Teacher / Faculty	
<input type="checkbox"/>	Volunteer	
<input checked="" type="checkbox"/>	Other (specify) _____	State Employee Required attribute.

Back Next

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- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

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Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value	
<input type="checkbox"/>	Academic / Educational Institution	--Select--
<input type="checkbox"/>	Official Public Health Agencies	--Select--
<input type="checkbox"/>	Military	
<input checked="" type="checkbox"/>	Other Government Agencies (except Military)	
<input type="checkbox"/>	Healthcare Services	--Select--
<input type="checkbox"/>	Indian Health Service	
<input type="checkbox"/>	Tribal Health Sites	
<input type="checkbox"/>	Non-Profit Organization (except Healthcare)	
<input type="checkbox"/>	Private Industry (except Healthcare)	
<input checked="" type="checkbox"/>	Other (specify) _____	

Back Next

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Done Internet 100%

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

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TRAIN Kentucky

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Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	--Select--
Sex	--Select--
Ethnicity	--Select--
Race	--Select--
Birth Date	<input type="text"/> (Format MM/DD/YYYY)
Primary Language	--Select--
Secondary Language	--Select--

Back Next

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- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

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Hello,
Your NEW ACCOUNT has been created.
Click on **Continue** button to register for your course.

Continue

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Internet 100%

- Click on the "Course Search" tab.

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Home Course Search Help Competencies About This Site

Search Options

- ▶ Browse 'Kentucky'
- ▶ Browse All
- ▶ By Course ID
- ▶ By Subject
- ▶ By Audience
- ▶ By Competency
- ▶ By Format
- ▶ By Credit Type
- ▶ By Course Provider
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search
- ▶ By Training plan
- ▶ Advanced Search

Course Search

Search Search our database of courses by selecting a search option.

Browse Browse through the entire database of Public Health Education and Training Opportunities.

Info Save unlimited search profiles for future inquiries and receive email notification of new courses that match each search. After selecting your search criteria, click the "Save Search" button.

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https://ky.train.org/DesktopShell.aspx?tabid=62&goto=subject

- Now, click on "By Course ID" in the left navigation column.

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Home Course Search Help Competencies About This Site

Search Options

- ▶ Browse 'Kentucky'
- ▶ Browse All
- ▶ By Course ID
- ▶ By Subject
- ▶ By Audience
- ▶ By Competency
- ▶ By Format
- ▶ By Credit Type
- ▶ By Course Provider
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search
- ▶ By Training plan
- ▶ Advanced Search

Course Search

Course ID:

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- Click the title of the course/offering.

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Home | Course Search | Discussion Boards | Resources | Help | Competencies | About This Site

Search Options

- ▶ Browse 'Kentucky'
- ▶ Browse All
- ▶ By Course ID
- ▶ By Subject
- ▶ By Audience
- ▶ By Competency
- ▶ By Format
- ▶ By Credit Type
- ▶ By Course Provider
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search
- ▶ By Training plan
- ▶ Advanced Search
- ▶ Saved Search Criteria

Course Search

Search Parameters: Search returned 1 courses
 By CourseID: 1017677
 \$ = Fee associated with the course * = Credit is offered

To save the criteria for this search please click here:

Title	Provider	Format	Rating
GSC-Basic Ethics for the KY Executive Branch - Module - 1017677	Personnel Cabinet	Web-based Training - Self-study	no reviews

To save the criteria for this search please click here:

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- Click the Registration Tab.

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Course Details

GSC-Basic Ethics for the KY Executive Branch - Module - 1017677

Course Details | Contacts | Registration | Reviews

Course ID: 1017677
Format: Web-based Training - Self-study (Online)
Clinical / Non-Clinical: Non-Clinical
Course Number:
Cost (US\$): 0.00
Credit Type(s): none
Certificate: TRIN Certificate of Attendance

Course Description:

Welcome to the Executive Branch Ethics Commission's online training course. The purpose of this course is to familiarize you, an employee of the executive branch of state government, with the Executive Branch Code of Ethics (the "Ethics Code"). The Ethics Code was enacted by the state legislature in 1992 and is contained in Kentucky Revised Statutes Chapter 11A. The Ethics Code establishes the ethical standards that govern the conduct of all executive branch employees and was enacted to promote public confidence in the government of the Commonwealth and its employees. The Executive Branch Ethics Commission is an independent agency of the Commonwealth which has been given the responsibility of administering and enforcing the provisions of the Ethics Code.

We at the Executive Branch Ethics Commission hope that by taking this online course you will become familiar not only with the Ethics Code itself, but with the resources available to assist you in answering ethics questions that may arise during the course of your employment. While the fee for this course is \$0.00, the fee for the course is \$0.00.

Done | Internet | 100%

- Type in the Registration Code if one is required

The screenshot shows the TRIN Kentucky website interface. At the top, it says "Kentucky Department for Public Health" and "Welcome Timothy! | Logoff". The main header features the "TRIN Kentucky" logo and the "PHF" logo. Below the header is a navigation menu with links for "Home", "Course Search", "Discussion Boards", "Resources", "Help", "Competencies", and "About This Site". The main content area is titled "Course Details" and displays the course name "GSC-Basic Ethics for the KY Executive Branch - Module - 1017677" with a "Back" button. There are four tabs: "Course Details", "Contacts", "Registration", and "Reviews". The "Registration" tab is active, showing a "Registration Code:" field with a red asterisk. Below the field is a "Tip" and a "Launch" button. The "Tip" text reads: "You are required to enter a pre-determined code to register for this course. If you have any questions contact the Course Provider. To launch this course, please click on the 'Launch' button. Note that this course will be added to 'My Learning' after you click the button." Below the registration section are "Back" and "Find other courses like this" buttons. At the bottom, there is a copyright notice: "© PHF 2003-2009 - Confidentiality Statement".

- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.

TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- After completion of course/offering return to your TRAIN account. Click on “Home” to get there.
- Click on “My Learning” under the “My Learning Link”.

- Click on the **M** to the right of the course title that you have completed.

Type	Name	Status	Manage
Online	GSC-Basic Ethics for the KY Executive Branch - Module - 1017677	In Progress	M
Online	GSC-Fundamentals of Safety Module - 1018594	Completed, but an evaluation is pending	M

- Click “ Evaluation “

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Course Registration Management

GSC-Fundamentals of Safety Module - 1018594

Registration Status: Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage: %

You need to take an evaluation.

To start evaluation click

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- Click “Start Evaluation “ to complete it

GSC-Fundamentals of Safety Module - 1018594

Click 'Start Evaluation' button to start the evaluation.

(150)

- Return to the “Homepage”

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Course Registration Management

GSC-Fundamentals of Safety Module - 1018594

Registration Status: Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage: %

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• Click on the "Certificate" link

PHF - TRAIN powered by KM's eLMS
<https://ky.train.org/DesktopShell.aspx?tabid=1>

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Spotlight

Announcements

CDC Podcasts on H1N1 Influenza Virus Now Available Through TRAIN

- Latest Podcast! Novel H1N1 Flu - Creating a Safe and Healthy Workplace (6:37) (05/20/2009)
- H1N1 Message from the Acting Surgeon General (1:22) (05/13/2009)
- How to Prevent Getting and Spreading Novel H1N1 Flu (2:12) (05/11/2009)
- Crisis and Emergency Risk Communications: Countering Stigmatization (10:29) (05/06/2009)
- Mask and Respirator Usage (3:43) (05/06/2009)
- H1N1 Flu and Antiviral Drugs (3:26) (05/02/2009)
- H1N1 Influenza (Gripe porcina) (Swine Flu) (8:58) (04/30/2009)
- Symptoms of H1N1 (Swine Flu) (3:45) (04/27/2009)
- H1N1 (Swine Flu) (5:46) (04/25/2009)

Click here to view all available CDC podcasts on TRAIN

The Public Health Foundation is working with CDC to have future H1N1 Influenza virus courses/podcasts added to TRAIN as they become available. Announcements will be posted on TRAIN as new H1N1 Flu courses/podcasts are posted to TRAIN.

My Learning Record

- ▶ My Learning
- ▶ My Training Plan
- ▶ Transcript
- ▶ Certificates
- ▶ Course Archive
- ▶ My Account

Search By Course ID

Course ID:

Upcoming Events

Large Font Version

PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)

▶ DPH TRAINING LINK LIBRARY

▶ Public Health Foundation Website

▶ TRAIN Frequently Asked Questions

KY TRAIN Item #1
 If you need any TRAIN assistance contact the state TRAIN staff at:
 kytrainsupport@ky.gov
 Or
 (502)564-4990 exts: 3639, 3575, 3630

• Click on the title of the course and you may view/print the Certificate

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Certificates

Course	Registered	Completed	Format	Score	Credit	Certificates
GSC-Fundamentals of Safety Module - 1018594	8/6/2009	8/31/2009	Web-based Training - Self-study	N/A	Not Available	TRAIN Certificate of Attendance

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• You may view/print the Certificate for yur records.

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Certificates

Course	Certificates
GSC-Fundamentals of Safety Module - 1018594	TRAIN Certificate of Attendance

File Download

Do you want to open or save this file?

Name: certificate.pdf
 Type: Adobe Acrobat Document
 From: ky.train.org

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

How to Withdraw from a Course

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.
- Click on the  beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about this course, contact Tim Anderson at 502-564-7455 ext. 247 or by email at tim.anderson@ky.gov.

For information about your login name, password, or the TRAIN LMS, contact Hardin Stevens @ 564-4990 X 3639 or by email: hardin.stevens@ky.gov.