Directions to complete Ohio Healthy Programs
Session 1: Healthy Habits, Online Modules Parts A-D
# using OhioTRAIN

For additional assistance, contact:

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Registration

1. Navigate to oh.train.org
2. Log in to OhioTRAIN or create a new account. If multiple OhioTRAIN users share one computer/device, double check that your name appears in the upper right corner.
3. Search "Ohio Healthy Programs Session 1: Healthy Habits Online Modules, Parts A-D" in the search bar.
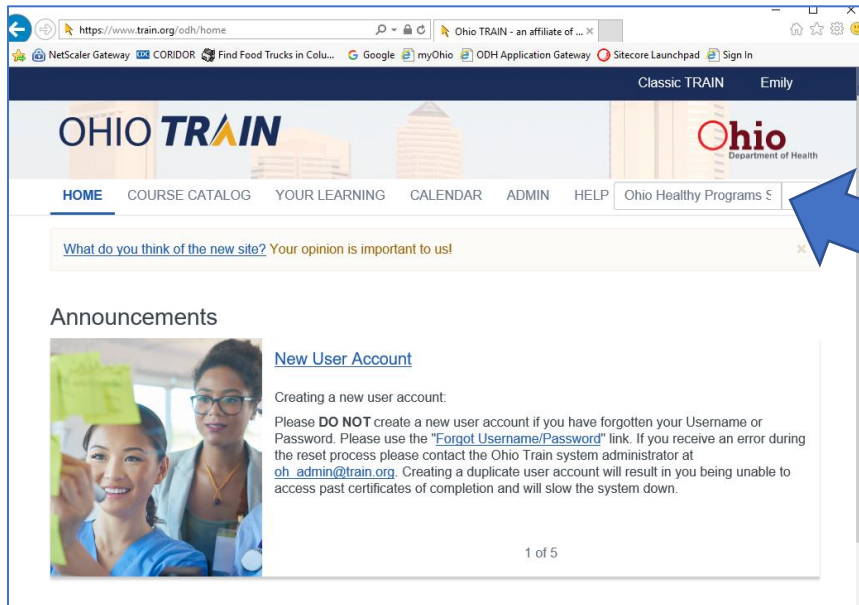
4. Click on "Ohio Healthy Programs Session 1: Healthy Habits Online Modules, Parts A-D" from the search list.
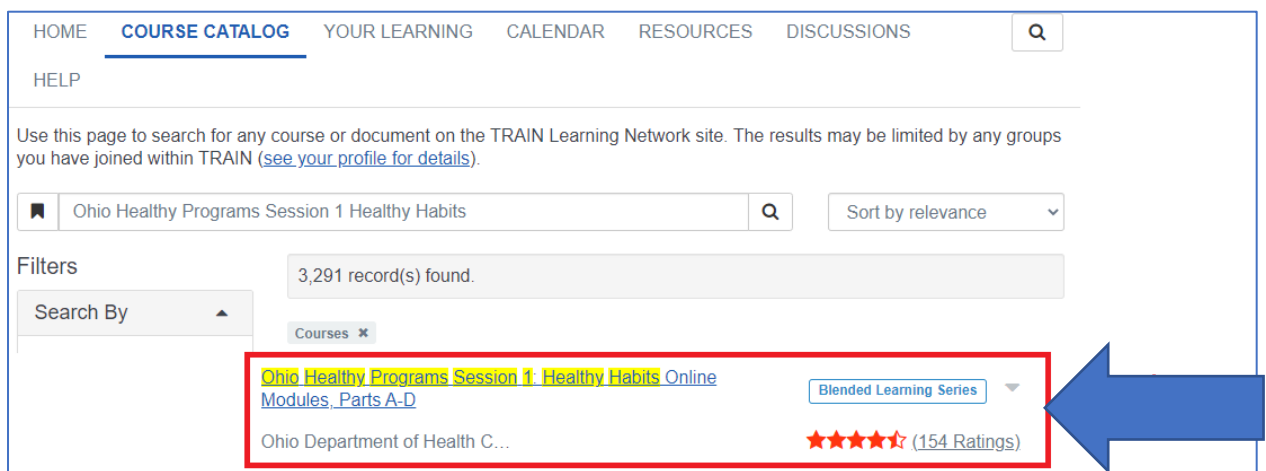
5. Click "Show More" to read the course information and instructions prior to registering.

6. If after reviewing the course information and instructions you would like to continue, click the green "Register" button.

7. Select the appropriate Credit type. If you are a child care provider or administrator seeking Ohio Approved Credit, select "Childcare Provider" from the dropdown menu.
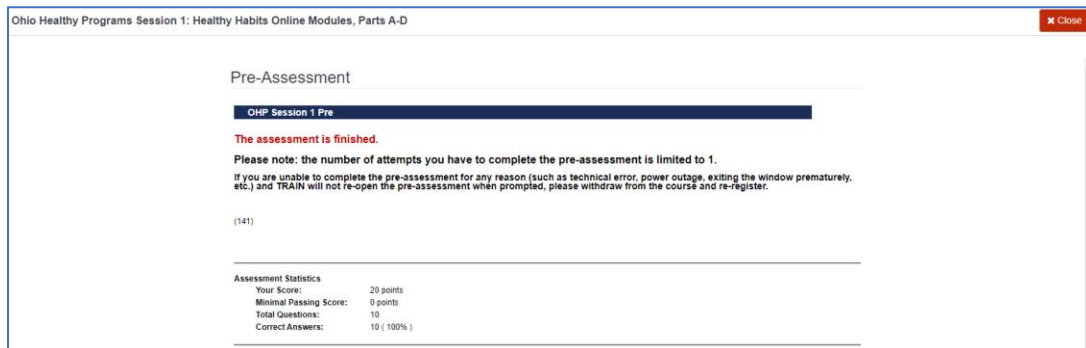
Completing the Course

1) Take the pre-assessment by clicking on the green "Pre-Assessment" button. You will have one attempt to complete the pre-assessment.

2) After completing the pre-assessment, click the red "Close" button in the top right corner to be re-directed back to the course page.

3) Scroll down to the "Content" section. Click on the "Ohio Healthy Programs Session 1, Part A: Healthy Activity" hyperlink.

4) Click the green "Launch" button to begin "Ohio Healthy Programs Session 1, Part A: Healthy Activity".

5) A new tab will open showing the online module. Follow the onscreen instructions to review all content within the module. It is recommended that you finish each module before exiting the course, as you may experience technical difficulties if you exit and try to return to complete it.
6) When you finish the module, close out of the window to return to OhioTRAIN.

7) Repeat steps 3-6 to complete Parts B, C, and D.

8) After you have completed all four parts of the Ohio Healthy Programs Session 1: Healthy Habits training, click the green "Assessment" button to start the post-assessment.
Note: You will have three chances to score above a 70%. If you do not score above 70%, you will have to re-register, review the course content, and try again.

9) You must complete **BOTH** the post-assessment and post-evaluation to receive course credit.

10) Click the blue "Take Evaluation" button when you have successfully completed the assessment.

11) If you close out of the post-assessment before clicking on the blue "Take Evaluation" button as shown above, you can still take the evaluation from the main screen.
Click the green "Take Evaluation" button to start the post-evaluation.

12) Complete the post-evaluation. Click the red "Close" button when you are finished. You will be re-directed back to the course page.

13) After fully completing the course, **please wait up to 14 business days** to see completion credits in one's OCCRRA account.

Resuming the Course

If you need to stop the course before finishing all four modules follow these instructions to return to the course.

1) Navigate to oh.train.org

2) If you are not already signed in, log in to your OhioTRAIN profile.
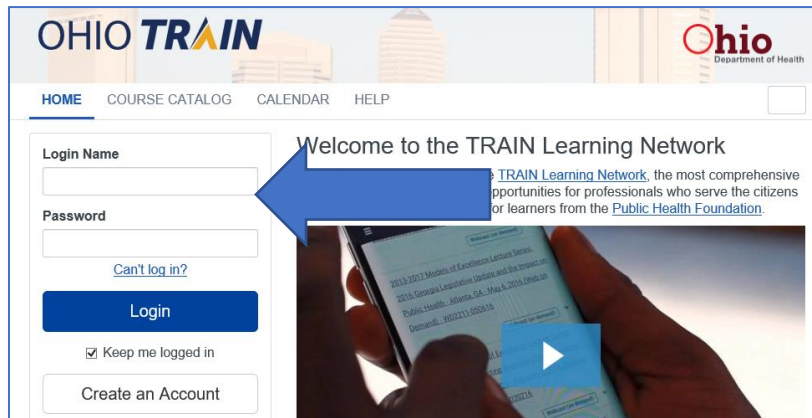
3) Click "Your Learning" from the top navigation bar.

4) Click "Ohio Healthy Programs Session 1: Healthy Habits Online Modules, Parts A-D" within the "Your Current Courses" tab.

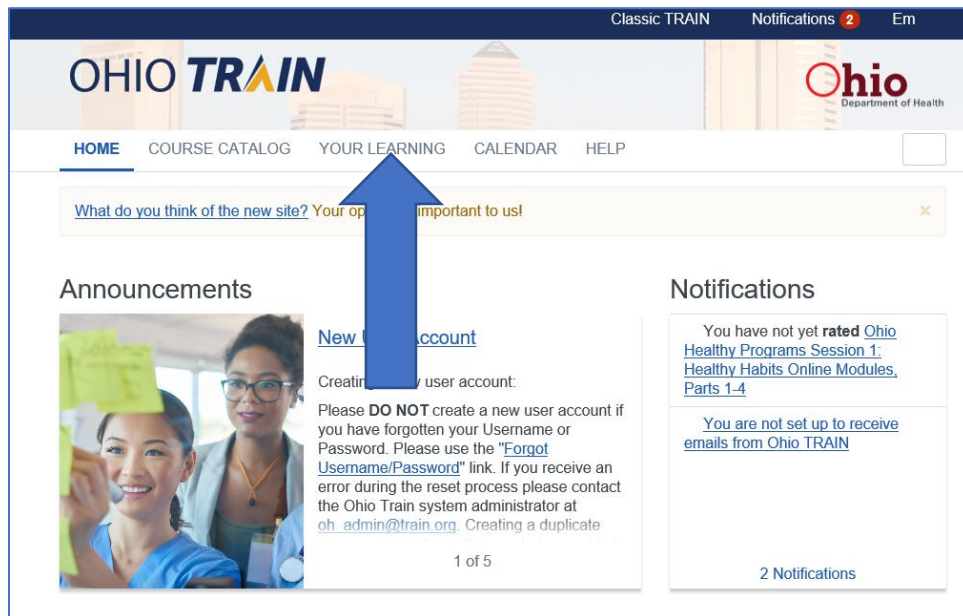5) Continue with the next module.