

# Course Provider Request & Approval

## Purpose:

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TRAIN users can request to offer content on TRAIN on behalf of a specific organization.

Course Provider requests must be reviewed and approved by administrators before they can begin posting content.

## Roles with Access:

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- **Course Provider Requests**
  - General TRAIN Users
- **Course Provider Approvals**
  - Course Approval Managers

## Table of Contents:

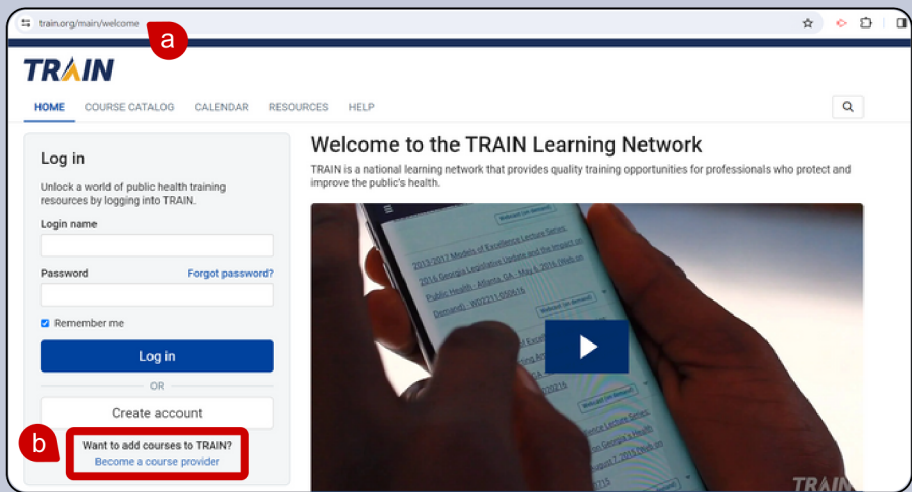
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1 Make a Course Provider Request without an Existing TRAIN Account

If you do not have a TRAIN account and want to become a Course Provider, follow these steps.

- (a) Go to [www.train.org](http://www.train.org). This will take you to the TRAIN Welcome page.
- (b) Click the **Become a Course Provider** link located below the login box.
- (c) Create a TRAIN account. View the [How to create a TRAIN account](#) and the [How to complete your TRAIN profile](#) user guides for more details.






Create Account c

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

- (d) Fill in the required information about the course content you want to offer through TRAIN and click the blue **Submit For Approval** button.
- View Step 3 for more details.

 **TIP:** Required fields are marked with a red bar.



Course Provider

☐ I have reviewed the [content listing requirements](#).

What public health-related topics will be covered in your content?

What audiences does the majority of your content serve?

Is your organization accredited to provide training related to these topics or audiences?

Does any of your public health-related content offer continuing education credits?

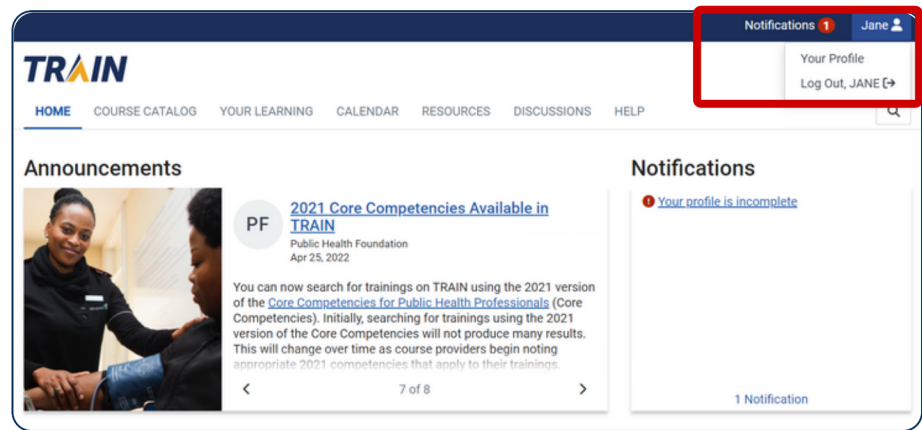
Will there be fees charged for any of your content?

Additional information you wish to provide

Submit For Approval d

Make a Course Provider Request with an Existing TRAIN Account

2

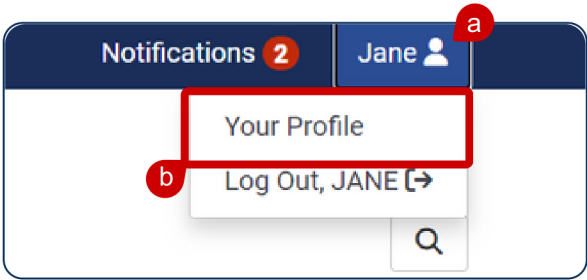


If you already have a TRAIN account and want to become a Course Provider, follow these steps.

- (a) Click on your name in the upper right hand corner of the TRAIN homepage.



- (b) Click the **Your Profile** option in the dropdown menu.
- (c) Click the **Account** tab in the dashboard located on the lefthand side of the screen.
- (d) Click the blue **Request Role** button located in the lower right hand corner.



## Your Profile Is incomplete

Manage Groups

**Account**

Contact

Address

Organization !

Professional License Number

Professional Role !

Work Settings !

Demographic Information

FEMA Student ID Number

Professional Organization ID Number

CPE information

### Account

Email

Email is required.

You will receive course-related messages and annual notifications to keep your account up to date.

First Name

Middle Name

Last Name

Login Name

YourLoginName1

User ID

4181649

Reset Password

Course Provider

**Request Role** d

3 Fill Out Your Course Provider Request Details

Fill in the requested information about the course content you want to offer through TRAIN.

- (a) Check the box next to the [content listing requirements](#) after you have clicked on the link and reviewed them.

Content Listing Requirements

1. Content must be designed for the continuing education and training of professionals who protect the public's health and be consistent with the target audiences in the TRAIN Learning Network. Consumer-oriented health education and materials are not permitted.

2. Content must be designed to build knowledge, skills, or competence in one or more of the subject areas of the TRAIN Learning Network.

3. Content must be designed for instructional - not reference - use by learners or trainers. Content must be delivered in formats consistent with those on the TRAIN Learning Network.

- (b) Describe your content's public health-related topics here.
- (c) Describe the audience your content serves here.
- (d) Select **Yes** or **No** from the dropdown menu about whether your organization is accredited to provide training to the topics and audiences you listed above. If Yes, provide the name of the accreditation.
- (e) Select **Yes** or **No** from the dropdown menu about whether your content offers continuing education credits. If Yes, specify the credit types.
- (f) Select **Yes** or **No** from the dropdown menu about whether there will be a cost associated with your content.
- (g) Provide any additional information you want Course Provider Approvers to know about your content here.
- (h) Click the blue **Submit for Approval** button.
- (i) You can edit your course provider request and view your approval status under the **Account** tab of **Your Profile**.  
  
You will receive an email notification from TRAIN when your course provider request is Approved or Denied.

TRAIN

Course Provider

☐ I have reviewed the [content listing requirements](#).

What public health-related topics will be covered in your content?  

e.g., subject areas, competencies

What audiences does the majority of your content serve?  

e.g., nurses, administrators, epidemiologists

Is your organization accredited to provide training related to these topics or audiences?  

Choose

Does any of your public health-related content offer continuing education credits?  

Choose

Will there be fees charged for any of your content?  

Choose

Additional information you wish to provide

Submit For Approval

Account

(Fields marked below are required)

Email

Email

You will receive course-related messages and annual notifications to keep your account up to date.

First Name

Jane

Middle Name

Last Name

Doe

Login Name

YourLoginName1

User ID

4181649

Reset Password

Course Provider Pending

Edit Request

4

TRAIN

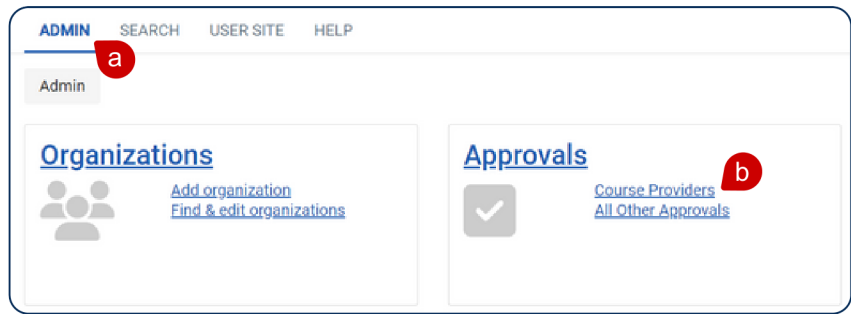
From the Public Health Foundation



Manage Course Provider Requests

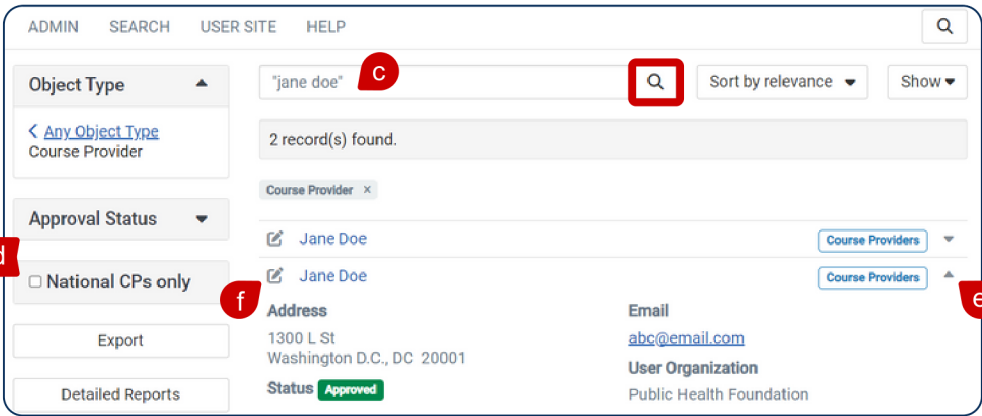
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Follow these steps to access and review course provider requests.

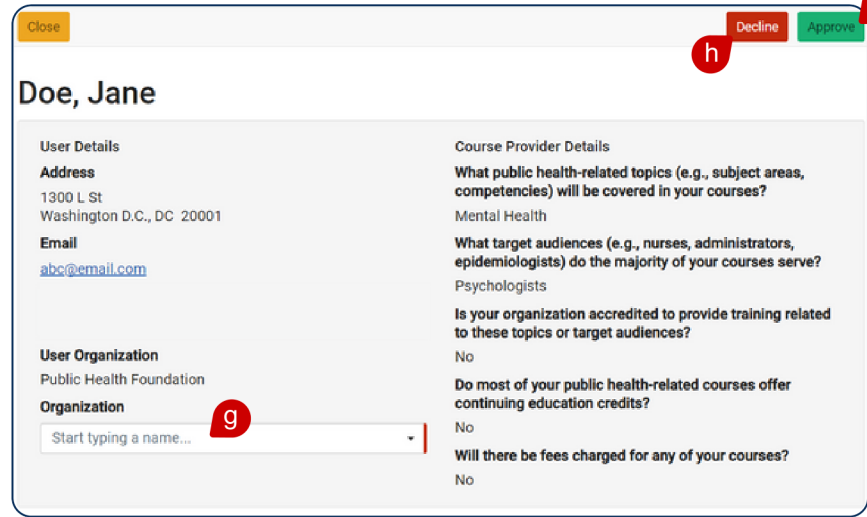


- (a) Go to the **Admin** menu.
- (b) Click on the first Course Providers link in the Approvals tile.

- (c) Type a course provider candidate's name into the search bar and click the magnifying glass or press the 'Enter' key on your key board.
- (d) You can refine your search by Approval Status or by National Course Providers using the filters on the left hand side of the screen.

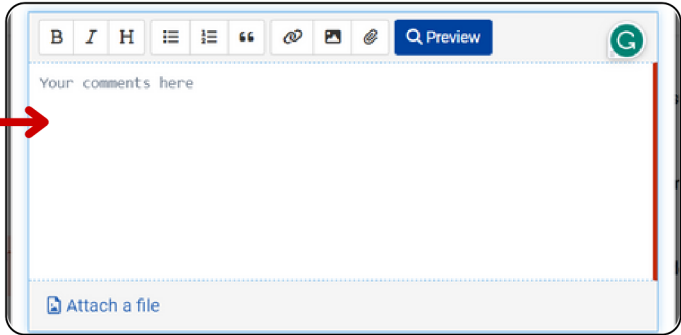


- (e) Click the arrow to view the course provider request details at a glance.
- (f) Click the **pencil** icon to view and manage the course provider request.
- (g) Type the organization into which the course provider requestor belongs here. If the organization does not exist, view the Course Provider Organization Management user guide to learn how to create the necessary organization.



- (h) To decline a Course Provider request, click the red **Decline** button.
- (i) To approve a Course Provider request, click the green **Approve** button.

You can send them a message here.



The requestor will receive an email updating them about their course provider status.

A blue banner will appear at the top of the screen confirming the approval.

