Manage Your Continuing Education

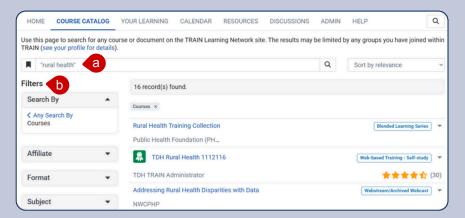
Identify, access, and track continuing education courses and credits in TRAIN

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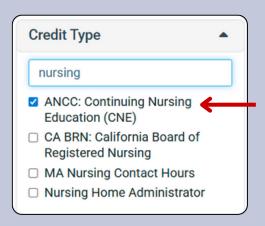
Find courses that offer CE credits

Click the **Course Catalog** tab in the upper menu on the homepage to browse courses or locate a specific course.

(a) Search for courses based on key words, course title, or Course ID number.



(b) Under the Filters
section, you can
narrow your course
search by credit type.
Search for a specific
credit by scrolling or
using the text box,
then check the box
next to the type of
credit you want to
receive.

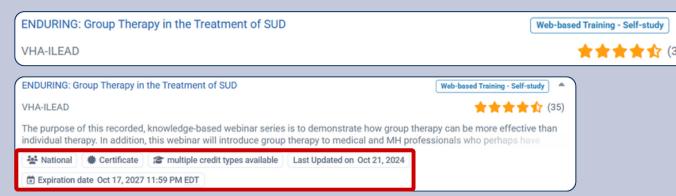




results, type key phrases in quotes. For example, type "public health" instead of public health to narrow the number of results shown.

View our <u>Search Function</u>
<u>user guide</u> for more details.

(c) Click the arrow on the right hand side of the course listing to see an overview of course details like when the course expires, certificate availability, and the date it was last updated.







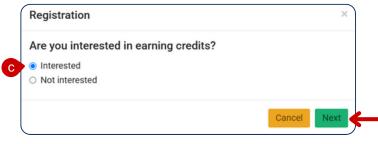
Select Credits and Launch the Course

Follow these steps to ensure you receive CE credit for the course.



- (a) Click the course title. In this next page, you can view additional information about the course. View our <u>Search Function user guide</u> for more details.
- **(b)** Click the green **Register** button.

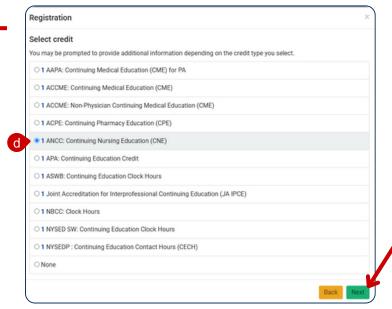




(c) Select the **Interested** box in the "Are you interested in earning credits?" pop-up. Click the green **Next** button.

- (d) Select the box next to the credit type you want to earn. Click the green **Next** button.
- (e) Confirm your Registration and click the green Register button.







(f) Click the green **Launch** button to take the course.



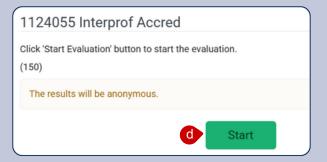




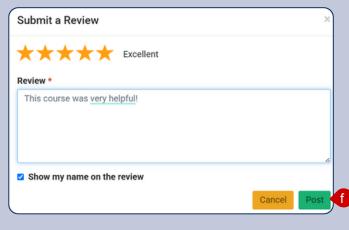
- (c) Once you have passed the assessment, click the blue Continue button.
- (d) Click the green **Start** button to proceed to the course evaluation.

(b) Click the green **Okay** button to proceed to the post-assessment.

1124055 Posttest			
	Pas	ssed	
	Thank you for taking	the post-assessment.	
	Your Score	Passing Score	
	Rev	riew	
	C Con	tinue	







- (e) Once you have completed the evaluation, click the red Close button.
- (f) Leave a review for the course and click the green **Post** button.





Manage Your Certificate and Credit Type

Once you have passed the course and completed any assessments and evaluations, there are three different places you can access your certificate: (a) the Course Completion Page; (b) Your Certificates; and (c) Your Transcript.

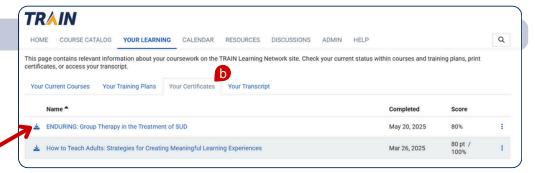
(a) Course Completion Page

Click the blue **Certificate** button on the course completion page to download the certificate of completion.



(b) Your Certificates

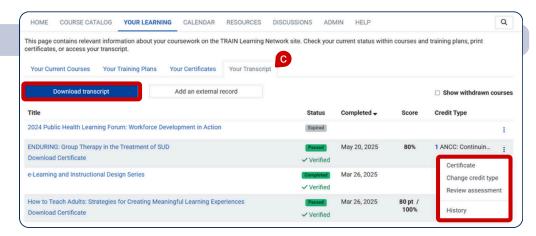
Under the "Your Learning" tab, go to Your Certificates. Click the Download icon.



(c) Your Transcript

Under the "Your Learning" tab, go to Your Transcript. Here, you can view your certificate, change the credit type you receive, and review the course assessment.

You can also download a transcript of your entire course history.



TIP: View our Your

Learning user guide for
more details and guidance
on navigating your current
courses, training plans,
certificates, and transcripts.

