

Your Learning

The 'Your Learning' page contains relevant information about your training on the TRAIN Learning Network. You may check your current status, print certificates, or access your transcript. Let's explore the 'Your Learning' page in greater detail.

Your Current Courses

The 'Your Current Courses' tab displays a list of your active courses along with courses you have saved. The 'Filter' dropdown menu on the right contains the following options:

- Registration Pending
- Pending
- Not Started
- Pre-Assessment Pending
- In Progress
- Post-Assessment Pending
- Evaluation Pending

If you have not selected at least one of these options, all of your courses will be visible. You may select multiple options, and changes to the courses on the page will be instantly applied. Your course listing will only display courses based on your selected status filter(s).



HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP



This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Title ^	Status	Credit Type
Overview of Lab Science at CDC	In Progress	
01. General Environmental Health - EPHOC	In Progress	
03. Food Protection - EPHOC	In Progress	
13. Institutions and Licensed Establishments - EPHOC	In Progress	
2013 TAC Annual Meeting Pre-Assessment	In Progress	

Filter by Status ▾

- Registration Pending
- Pending
- Not Started
- Pre-Assessment Pending
- In Progress
- Post-Assessment Pending
- Evaluation Pending

Your Current Courses: Course Registrations

Underneath the filter dropdown menu is a listing of your course registrations.

By default, the list is sorted alphabetically by title, and it contains the following information:

- Title
- Status
- Credit Type
- Format

You are able to sort by any column by clicking the column header. Your full registration status is displayed in the status column. For example, if you have a course record that contains a mandatory evaluation, 'Evaluation Pending' will appear as the course status.



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Your Current Courses Your Training Plans Your Certificates Your Transcript

Filter by Status ▾

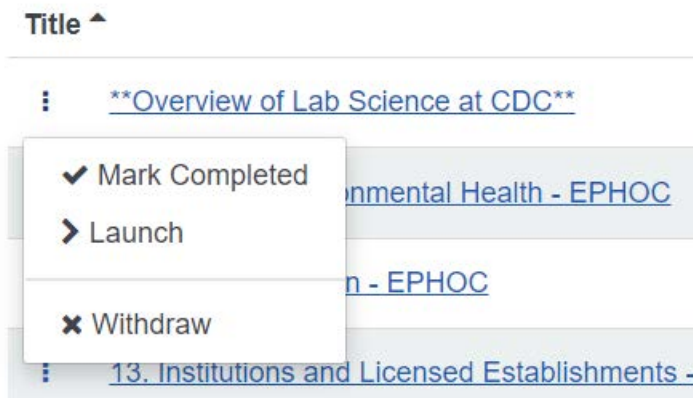
Title ^	Status	Credit Type	Format
: **Overview of Lab Science at CDC**	In Progress		External Con...
: 01. General Environmental Health - EPHOC	In Progress		External Con...
: 03. Food Protection - EPHOC	In Progress		External Con...

Your Current Courses: Course Details

Each course title on the list links to the 'Course Details' page. In front of each course title is the three-dot action menu. The action menu opens a dropdown selection, which contains the following possible items:

- Launch - This option is only available for online courses.

- Assessment - This option is for courses in "Pre/Post Assessment Pending" status.
- Evaluation - This option is available if there is a course evaluation ready.
- Go to Step 2 of Registration - This option is available if there are multiple steps in the registration process.
- Change Credit Type - With this option, you are able to change your credit type selection.
- History - This option is only visible if there is more than one registration for the same course.
- Withdraw - This option withdraws the registration.
- Mark Completed - If the course allows self-completion, this option changes the registration status to completed.



Your Training Plans

The 'Your Training Plans' tab displays all training plans that you are registered for. It includes the following information:

- Title
- Status
- Target Date (if applicable)
- Proof of Completion (if applicable)

A Target Date for completing the training plan can be chosen by the administrator who assigns the training plan to you. The Proof of Completion, if associated with a training plan, will be downloadable from this column when your plan is in Completed status.

If you would like to review the courses in the training plan or withdraw, click the title of the training plan. On the Details page, you will see all the courses in the plan, your status in each course, and the Withdraw button. Note: you cannot withdraw if a training plan has been assigned to you.



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Your Current Courses Your Training Plans **Your Certificates** Your Transcript

Title	Status	Target Date	Proof Of Completion
Foundations of Public Health Preparedness	Not Completed	-	-
Immunization and Effective Communication Learning Bundle	Completed	-	Download
Outbreak: Epidemics in a Connected World	Not Completed	May 17, 2019	-
Outbreak: Epidemics in a Connected World - Popup	Not Completed	May 17, 2019	-

Your Certificates

The 'Your Certificates' tab displays a list of your certificates. You are able to sort by any column by clicking the column header. A download icon is shown to the left of each certificate name. When clicked, it downloads the certificate. If you have completed a course but it requires verification prior to being able to download the certificate, it will appear in the list with a three-dot action menu. Once the action menu is clicked, it will indicate if verification is necessary or if you need to complete an evaluation. Once verified or the evaluation completed, the certificate will be available for download.



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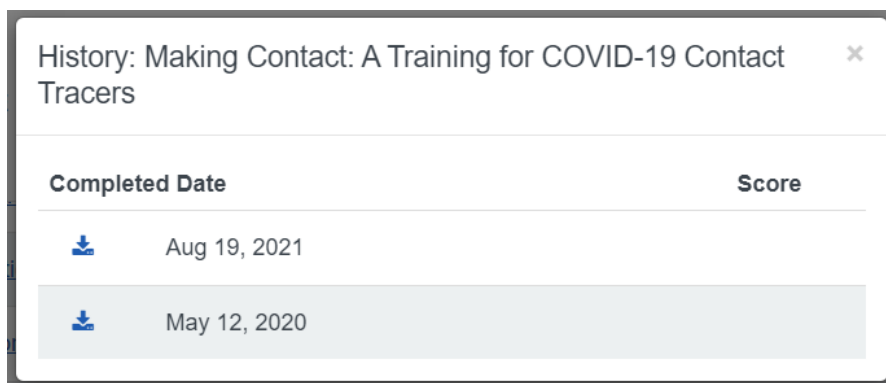
Your Current Courses Your Training Plans **Your Certificates** Your Transcript



Name ^	Completed Date	Score
(S002) COVID-19: History, Characteristics, and Mitigation Concepts NDPHTN	Mar 27, 2020	
2015 TAC Annual Meeting	Jun 15, 2015	
Clean Hands Help Prevent the Flu	Jun 3, 2009	

Your Certificates: Multiple Registrations

If you completed the same course multiple times, a clock icon with a number will appear to the left of the course title. The number indicates how many certificates you have available for the course. When the clock icon is clicked, a window will open, displaying the certificates available for download along with the completion dates. A download icon is displayed in front of each registration with a certificate. A three-dot action menu is also displayed in front of your pending certificate registrations as well; however, when you click the icon, it will indicate that the completion will need to be verified. You will need to complete any pending evaluation or receive verification by the Affiliate or Provider before you are able to download the certificate.

 [Making Contact: A Training for COVID-19 Contact Tracers](#) Aug 19, 2021



Completed Date	Score
 Aug 19, 2021	
 May 12, 2020	

Your Transcript: Download Transcript

Under the 'Your Transcript' tab is the 'Download Transcript' button. When clicked, a window appears, asking you to select a date range to download. The date range is pre-populated with a start and end date that covers the past 30 days. You may change the fields to any date range you desire. Once you have selected your date range, click the 'Download' button to generate your transcript.

Note: Course registrations are filtered by completion date. In addition, if you withdrew your registration from a course, your course withdrawal status will be included on your transcript as well. Withdrawn courses will only display on the downloaded transcript if they are currently displayed within the 'Your Transcript' tab.

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[Download transcript](#) [+ Add an external record](#) **Show withdrawn courses**

Title	Status	Completed Date	Score	Credit Type	Format
2021 Public Health Learning Forum -	Completed: Not Verified	Jan 12, 2022			External Con...
PA-ACHD: OSHA Respiratory	Completed: Not Verified	Oct 12, 2021			External Con...
How to Be Prepared to Serve During	Completed	Oct 12, 2021			SCORM Cou...
Section 1: History of TB and TB Today	Completed: Not Verified	Oct 7, 2021			External Con...

Transcript Download

Start Date:

End Date:

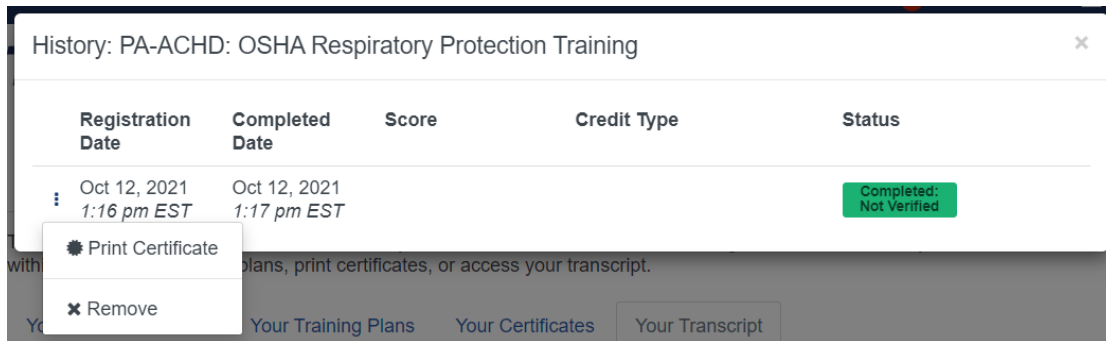
Your Transcript: Add an External Record

The 'Add an External Record' button opens a page that allows you to add a non-TRAIN course record. Once you've added the course record and saved it, it will show on your transcript along with your other courses and indicate 'User Added' in the format column. Each external record becomes a link that opens the 'Edit External Record' page. If you ever want to delete external training records from your transcript, you may do so within the 'Edit External Record' page.

Your Transcript: Remove Option for Course Registrations

If you want to permanently remove a course registration from your transcript, keep in mind that the course registration will not reappear once it has been removed. The course registration removal functionality is only available on the 'Your Transcript' page.

Click the 'History' icon to the left of the course title. Next, click the three-dot action menu on the left of the course registration that you wish to remove. The 'Remove' option will appear. Click the 'Accept' button to confirm the course registration removal, or click 'Cancel' if you want to keep the course registration listed on your transcript.



Your Transcript: Show Withdrawn Courses

On the right of the 'Your Transcript' tab page is an option to show withdrawn courses. When this checkbox is clicked, the page refreshes and displays course registrations with a withdrawn status along with other course registrations.

