



A Learning Management System for Public Health

HOW TO REGISTER FOR COURSE, COMPLETE EVALUATION AND RECEIVE CONTACT HOUR(S) OR CERTIFICATE OF ATTENDANCE

- Logon to: ky.train.org (remove the <http://> and/or the www)
- Enter the Login Name and Password that you established as you registered as a T.R.A.I.N. learner.
 - (If you have not registered as a T.R.A.I.N. learner click the Create Account and follow the Becoming an Initial User instructions that are attached.)
 - If an account has been set up, but have misplaced Login Name or Password contact: Hardin Stevens at 502-564-4990 Ex 3639, E-Mail: hardin.stevens@ky.gov
- Click the Login button
- Enter the Course ID Number in the "Search By Course ID" box on the right side of the Homepage
 - This number should be provided to you by the Course Provider.
- Click the title of the course/offering
- Click the Registration Tab
- Select from the Credit Type dropdown the appropriate credit type (Do not choose "None").
- Click on the Register button to the right of the session location. (Screen will refresh)
- Click on the Home Tab
- Click on My Learning under the My Learning Record to confirm that registration went through. (Course(s) you are currently registered for will appear in center of page.)

TO MARK COURSE AS COMPLETE

- After completion of course/offering return to your TRAIN account.
- Click on "My Learning" under the "My Learning Folder".
- Click on the **M** to the right of the course title that you completed.
- Click on "Completed"
- Click "Start Evaluation " to complete it
- Return to the Homepage
- Click on the "Certificate" folder
- Click on the title of the course and you may view/print the Certificate

If course provider verified your attendance before you mark yourself complete there will be the text "There Are Pending Evaluations" above the "My Learning Record", click on it to access the evaluation.

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 **M** beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For assistance contact the Training Branch staff at: 502-564-4990 or by E-Mail:
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