

Welcome to First Steps

The on-line orientation module consists of a pre-assessment, 8 chapters, post-assessment, and evaluation. It covers the philosophy of the First Steps system, the legal requirements of Part C of the Individuals with Disabilities Education Act (IDEA), and information about the way First Steps operates in Kentucky.

Each chapter in the on-line orientation module consists of about 30 slides. Depending on your pace it may take from 2-4 hours to complete this training. You have the option of closing the module and returning to the place where you left off, so it does not have to be completed in one sitting. As you are completing the module keep in mind the date of the face-to-face orientation you wish to attend. You must register for and be approved for the face-to-face training at least one week prior to attending.

The pre-assessment is the starting point. It must be completed prior to beginning the module. It is included to gauge your previous experience and familiarity with general intervention practices. It will be used to evaluate the effectiveness of the training module and as a guide for future training development.

After completing the pre-assessment you will enter the training module and begin by downloading the materials needed for working through the 8 chapters. Throughout the module you will be asked to locate and review various pages from the downloaded manual. The manual has 215 pages so be sure you have plenty of ink and paper before printing.

Once you have completed the 8 chapters you will complete the post-assessment. After you enter the post assessment you should complete all of the questions and submit them before exiting this section. If you attempt to exit, the system will not let you complete the assessment. In order to successfully complete the assessment you must achieve 98 points. You will receive your score by email.

IMPORTANT INFORMATION for Developmental Interventionists, Primary Level Evaluators, and Service Coordinators; you must submit the required paperwork documenting that you meet the minimal qualifications of the above title you have chosen.

You may go to TRAIN and set up your account and go through the registration process. However, you will not be approved to begin working through the orientation module until documentation is reviewed and approved. Once your documentation is approved you will receive an email confirmation that you may begin the on-line orientation.

IMPORTANT INFORMATION for Service Providers; when you register in TRAIN be sure you include your specialty field (PT, OT, ST etc.) Failure to meet the minimum qualifications will result in you not being able to provide services through First Steps and you will not be able to attend the face-to-face orientation. Please carefully check the requirements and check with Jackie Neal if you are still unsure. Jackie.Neal@ky.gov.

When you are ready, create a TRAIN Account and begin the First Steps On-Line Orientation. The following page offers instructions for getting started on TRAIN, our on-line training system. You can print these pages and have them nearby as you begin the process.



Prepared. On track. Online.

A Learning Management System for Public Health

INITIAL REGISTRATION ON T.R.A.I.N. TO BECOME A USER

How to Create Your Own Learner Record

1. Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or the www) (If you already have an account, but Login Name and/or Password have been misplaced call Debbie Bohannon @ 502-564-4990.)
2. Click on "Create Account" which appears underneath the login on the left hand side of the screen.
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the two secret questions at the bottom of the page with easy-to-remember, one-word answers. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
6. On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.
7. On the resulting page, additional demographic information will be requested. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner information can be edited at any time following registration.

How to Edit Your Learner Record

1. Log on to the **TRAIN** site.
2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.
3. On the resulting page, change text and settings as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

Member Login

Login Name:

Password:

► Login to your TRAIN account:

Login

► Set up a new TRAIN account:

Create Account

► Forgot Password? Contacts below

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

Debbie Bohannon—debbie.bohannon@ky.gov;

David Knapp—david.knapp@ky.gov;

VivEllen Chesser—vivellen.chesser@ky.gov;

Steve Sieberts—steve.sieberts@ky.gov

