

# How to Find and Register for a Course in TRAIN PA

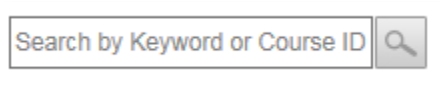
All instructions below must be completed by first logging in to TRAIN PA.

1. Open a web browser (like Internet Explorer, Firefox, or Chrome).
2. Go to <https://pa.train.org>. You will now be at the TRAIN PA homepage.
3. Log in to TRAIN PA by entering your **Login Name** and **Password** and clicking the **LOGIN** button.


## Simple Search

*Tip: If you want to see a listing of all courses available in TRAIN PA, go to Course Search > Browse.*

1. Enter a keyword (like “Zika”), course ID (if one has been provided to you), or course name into the **Search by Keyword or Course ID** field located in the upper right-hand portion of the TRAIN PA screen.



Alternately, you can find Pennsylvania-specific courses by searching on one of the TRAIN PA course name prefixes, which will provide you with a listing of all courses related to that audience and available to you. Course prefixes and associated audiences are provided below.

- **PA-EMS** for Pennsylvania EMS providers.
  - **PA-DOH** for staff in the Pennsylvania Department of Health.
  - **PA-PEMA** for emergency management professionals.
  - **PA-BPHP** for public health preparedness audiences.
  - **PA-NEDSS** for disease reporters who use the Pennsylvania National Electronic Disease Surveillance System.
  - **PA-PSP** for PA State Police.
  - **PA-SH** for school health personnel, including school nurses.
  - **PA-1308** for audiences associated with School-Based HIV/STD Prevention and School-Based Surveillance.
  - **PA-SHC** for staff in the Pennsylvania Department of Health’s State Health Center.
  - **PA-PSFA** for students at the Pennsylvania State Fire Academy.
2. Click the  (search icon) button. You will now be taken to the Course Search Results page.
  3. Click on the name of a course you would like to learn more about. You will be taken to that course’s Course Details page. Instructions for registering for a course can be found in the Register for a Course section of this document.

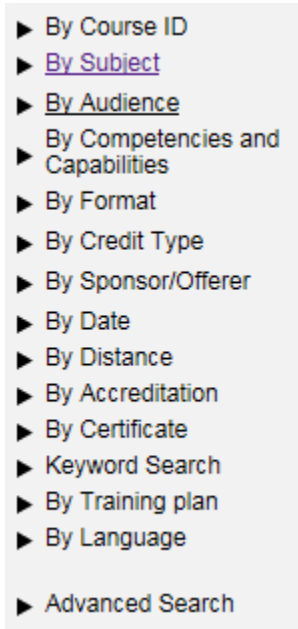
## Advanced Search

1. Click the **Course Search** tab in the upper left-hand portion of the TRAIN PA screen (circled below in red). You will then be taken to the course search page.





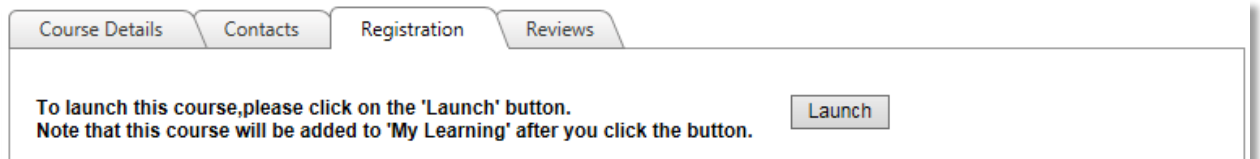
2. Click the **(Search)** button. You will now be taken to the search page.
3. By default, you will be completing an advanced search **By Subject**. You can also search by any of the other search criteria by clicking on the appropriate link at left. Clicking on **Advanced Search** will allow you to enter information on all search criteria on the same screen.



4. Enter your search terms and click **Search** at the bottom of the page. You will now be taken to the Course Search Results page.
5. Click on the name of a course you would like to learn more about. You will be taken to that course's Course Details page. Instructions for registering for a course can be found in the Register for a Course section of this document.

## Register for a Course

1. From the Course Details page, select the **Registration** tab and follow the instructions to register for this course.



2. Not all courses will have the same registration process. For example, a live, classroom course will have a different registration process than a web-based training. If you have questions or issues with a course, please contact the course provider by clicking on the **Contacts** tab.

Course Details	Contacts	Registration	Reviews
<b>Course Contacts</b>			
Description:	test		
Name:	test		
Phone:	(123) 456-7890		
email:	<a href="mailto:123@pa.gov">123@pa.gov</a>		
URL:			

## Complete a Course Assessment or Evaluation

Some courses require you to complete an assessment, evaluation, or both. Assessments and evaluations are similar; however, with an evaluation, there is no right or wrong answer. On an assessment your answers will be scored and you will receive a final percentage or points based score for the assessment.

1. Click the Home button in the upper left-hand portion of the TRAIN PA screen. You will be taken to the TRAIN PA homepage.

<b>Home</b>	<a href="#">Course Search</a>	<a href="#">Calendar</a>	<a href="#">Competency Assessment</a>	<a href="#">Resources</a>	<a href="#">Discussions</a>	<a href="#">Library</a>	<a href="#">Help</a>
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2. Click on **My Learning** in your Dashboard (located under the **Search by Keyword or Course ID** search field). Your list of recent courses will be displayed.

<b>+ My Action Items</b>
+ My Learning
+ My Certificates
+ My Training Plans
+ My Surveys
+ My Links

- Any course requiring an assessment or evaluation will be indicated in the Status column (see the example circled below).

My Learning		
Course Name ↕	Status	Format
<a href="#">911 Test</a>	Completed	Web-based Training - Self-study
<a href="#">911 Test</a>	Completed	Web-based Training - Self-study
<a href="#">PA-DOH: Assessment Test 1</a>	Post-Assessment Pending	Web-based Training - Self-study
<a href="#">PA-DOH: Classroom Course with Evaluation Test 1</a>	Completed	On-Site - Classroom course or workshop
<a href="#">PA-EMS: Non-SCORM Registry Testing Course</a>	Completed	Web-based Training - Self-study
<a href="#">PA-EMS: Non-SCORM Registry Testing Course</a>	Completed	Web-based Training - Self-study

- Click on the course name to return to the Course Details page.
- Click on the Registration tab. You will now see a button to complete the pending assessment or evaluation. Click either the **Assessment** or **Evaluation** button as appropriate to complete the course.
- You will be provided with additional onscreen instructions within the assessment or evaluation on how to move through the process and how to answer each question. Simply follow these onscreen commands to complete the assessment or evaluation.