

TRAIN

Prepared. On track. Online.

THE PREMIER ONLINE LEARNING RESOURCE FOR PROFESSIONALS WHO PROTECT THE PUBLIC'S HEALTH.

TRAIN SITE INFORMATION:

<https://www.train.org>

TRAIN ACCOUNT CREATION:

1. Select your location from the dropdown menu, which appears underneath the login box on the left-hand side of the screen.
2. Click on "Create Account," which appears underneath the login box on the left hand side of the screen.
3. Review and accept the Terms and Conditions.
4. Fill out all the necessary information on the subsequent pages.
5. When you have finished, click "Continue" to enter the site.

Click [here](#) to view the "How to Create a User Account" tutorial.

Note: Learner information can be edited at any time.

WHAT TO DO IF YOU FORGET YOUR PASSWORD:

1. Go to your TRAIN Login page.
2. Enter your login name in the appropriate field.
3. Click on the "Forgot Password" link immediately below.
4. You will be prompted to respond to the secret question with the answer you provided during account creation.
5. Your password will be displayed on the page. It will not be e-mailed to you.

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Welcome



One of the major technological innovations that has taken place in continuing education over the past decade has been the emergence of learning management systems (LMS). Automated systems for administering the learning process within organizations, learning management systems have proven to be key to providing training to individuals within the workforce.

Developed in 2003 in response to state requests for training that would efficiently prepare workers and track training for emergencies, **TRAIN**, through collaborative partnerships, is an evolving solution that ensures access to high quality education and training in multiple formats. In addition, this LMS provides tools to manage and track learner participation and performance improvement, while enabling resources and knowledge to be shared.

Currently, **TRAIN** is comprised of 24 affiliate sites, which include 22 states and two national organizations, the Medical Reserve Corps and the Centers for Disease Control and Prevention's (CDC) Division of Global Migration and Quarantine. Together, these affiliates link to the National **TRAIN** site. **TRAIN** is advancing steadily as one of the nation's most highly utilized learning management systems. With more than 370,000 registered learners, **TRAIN** is the premier online learning resource for professionals who protect the public's health.

In the following pages, you will be taken on a guided tour of **TRAIN**, its features, and its benefits. As you learn more about **TRAIN**, I strongly encourage you to envision your workforce being empowered to efficiently carry out its responsibilities by participating in high quality trainings offered through this LMS. Don't wait another minute - we invite you to become a part of the **TRAIN** community, where you too can become an integral part of this *learning movement*, which is **Prepared. On track. Online.**

A handwritten signature in black ink, appearing to read "Lois D. Banks".

Lois D. Banks, D. Min.
TRAIN Director



Prepared. On track. Online.

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What is a Learning Management System?

A learning management system (LMS) is an automated system for administering the learning process within an organization.

Most learning management systems are web-based to facilitate "anytime, any place, any pace" access to learning content and administration. Industries favor the LMS where compliance training is essential. A LMS goes far beyond conventional training, records management, and reporting. The value-added for the LMS is the extensive range of the complementary functionality it offers:

- > The provision of learning through multimedia (e.g. Web-Based/Online Training or Computer-Based/Off-Line Training);
- > Learner self-service (e.g. self-registration for online training);
- > Training workflow (e.g. learner notification, manager approval, waitlist management);
- > Online assessment and evaluation;
- > Management of continuous professional education (e.g. continuing education credits);
- > Collaborative learning (e.g. application sharing, discussion boards); and
- > Training resource management (e.g. instructors, facilities, equipment), are some of the additional dimensions to leading Learning Management Systems.

A LMS allows learners to sort through global online catalogs for complete access to all the learning available. Learners may easily filter through this information to select the courses that match their specific needs for training and certification.

Simply stated, all of your learning resources are available through a single point of access.

What is TRAIN?

TRAIN is a learning management system with a centralized, searchable database of courses relevant to public health. It is the nation's most comprehensive catalog of distance learning for public health professionals, containing over 18,000 course listings from over 3,400 providers of training*. Through TRAIN, learners have access to courses from nationally recognized course providers. These courses are offered in the form of web-based learning, on-site learning, satellite broadcasts, and more. A learner can browse this course listing or perform a search by keyword, subject area, course provider, and competency, among others.

Learning is captured in the form of an online transcript. This personal, printable course transcript is maintained for every registered learner. The database of learner records can be queried to generate tailored reports with regard to course rosters and individual learning, making TRAIN a valuable tool for the management of public health workforce development.

TRAIN benefits the field of Public Health by:

- > Offering training in 60 subject areas
- > Building skills and competencies
- > Making thousands of learning opportunities available through course providers
- > Offering varied modalities of accessible training
- > Offering each registered learner a personal transcript
- > Constantly upgrading to meet evolving demands

TRAIN states and national affiliates can:

- > Establish a training plan specific to position or employee using existing courses
- > Post training and conference opportunities online
- > Manage drills and exercises
- > Capture participation in competency-based training
- > Utilize pre- and post-test measures
- > Share resources with other TRAIN affiliates
- > Save time and money by avoiding duplication of training by utilizing courses already developed
- > Send instant announcements to all registered learners
- > Post tailored announcements to specific subsets of registered learners
- > Generate customized reports

NOTE: All information denoted by an asterisk (*) is current as of September 1, 2010.

TRAIN is a complete and flexible system which offers clients practical solutions for registering learners, managing knowledge content, delivering information content, tracking learner activity, and communicating with learners.

What TRAIN Can Do For You

TRAIN is a web-based, nationwide learning management system for public health organizations that:

- > Addresses immediate needs of states and communities to prepare the public health workforce, improve emergency preparedness, and increase the quality of the public's health;
- > Helps managers, employers, and partners to identify appropriate and necessary training for the public health workforce, register learners, and track learner training;
- > Provides powerful reporting capabilities to support performance and accountability;
- > Enables tracking and sharing of valuable public health training data among states, localities, the federal government, and the private sector; and
- > Provides the infrastructure for short- and long-term public health workforce development.

TRAIN is the only learning management system for public health and safety that:

- > Has established a network of 24 affiliates that actively share learning information and training programs;
- > Was developed by a national non-profit organization (Public Health Foundation) with the explicit mission of helping build public health infrastructure for over 40 years;
- > Involved over 40 states and 400 public health professionals in planning and development;
- > Generates detailed reports on course availability and learner participation; and
- > Is coordinated with the Centers for Disease Control and Prevention as part of a national training strategy for terrorism preparedness and response, and is guided by state members of that network.

TRAIN is a wise investment. It works to:

- > Improve training of public health professionals serving nearly 50% of the U.S population for under one penny per person served; and
- > Saves states \$11 million over 5 years based on economies of scale compared to typical learning management system costs (source: ASTD).

TRAIN's benefits and savings are not limited to 24 affiliates or today's needs. TRAIN will:

- > Remain free for all learners to register for courses and for providers to list courses;
- > Remain a voluntary solution for states' and organizations' learning management needs;
- > Expand and innovate as the needs of the public health workforce, states, and the public evolve;
- > Become increasingly cost-effective as additional affiliates join the Network; and
- > Collaborate with other health professions to integrate their training needs onto TRAIN.

TRAIN's Return On Investment

TRAIN saves you money

- > The Kentucky Department for Public Health documented a **\$3,511,013 return on investment** using TRAIN throughout 2007.
- > In 2008, the return on investment increased to **\$6,826,901**.
- > In 2009, the return on investment was **\$11,431,452**.

TRAIN is supported by grants and funding from:

- > Participating affiliate states, the Medical Reserve Corps, and the CDC's Division of Global Migration and Quarantine
- > Founding partners: the Arkansas Department of Health and the Colorado Department of Public Health and Environment
- > Centers for Disease Control and Prevention - \$975K*
- > The Robert Wood Johnson Foundation - \$200K*
- > Over \$2.1 million in enhancements to date (CA, CO, CT, KS, KY, MI, NE, OH, RI, TX, UT, VA, WI)*

Value to Affiliates

- > Over \$1.1 Million in Grant Funding*
- > Over \$2.1 Million in Enhancements*
- > Over \$1 Million to Build TRAIN*
- > **Over \$4.2 Million Invested in TRAIN***



NOTE: All information denoted by an asterisk (*) is current as of September 1, 2010.

Value of Participating in TRAIN

Learning from Peers

Power in Numbers

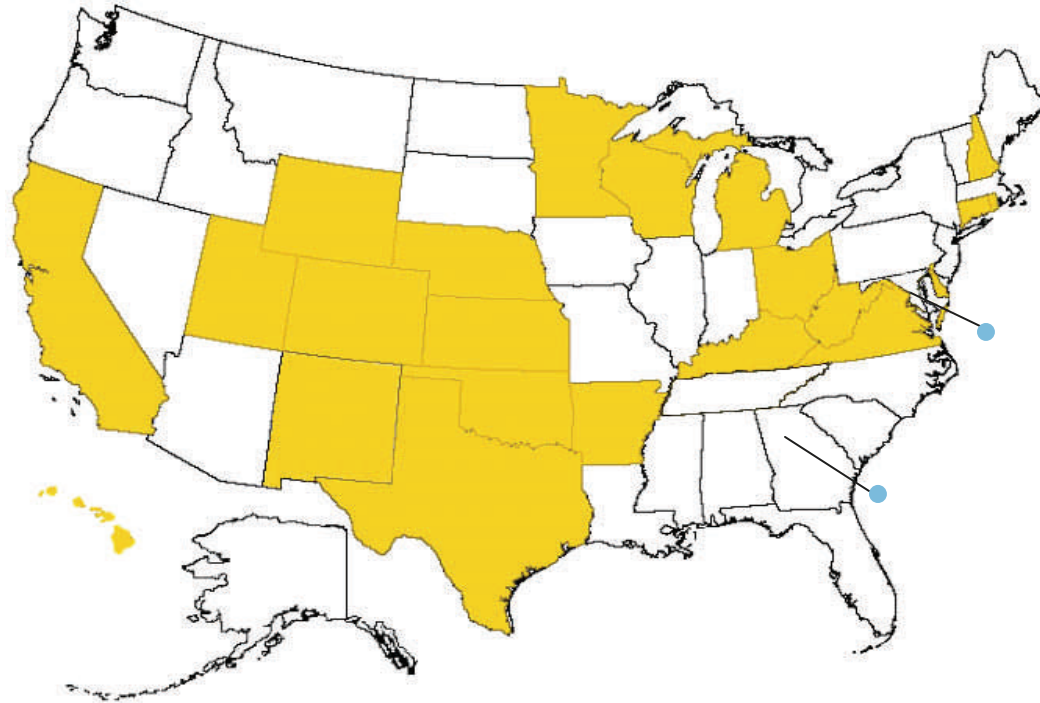
Economies of Scale

+ Community Sharing

= **PRICELESS**

See Who's On Board TRAIN

Currently, 22 states participate with TRAIN, in addition to two national affiliates (the Medical Reserve Corps and CDC's Division of Global Migration and Quarantine). The Public Health Foundation (PHF) is in discussions with several other states and national organizations and anticipates new affiliates to board TRAIN with their own unique affiliate website within the coming months.



KEY:



State TRAIN affiliates

Arkansas (Founding Partner)
California
★ CDC's Division of Global Migration & Quarantine
Colorado (Founding Partner)
Connecticut
Delaware
Hawaii
Kansas



National Organization TRAIN Affiliates

Kentucky
★ Medical Reserve Corps
Michigan
Minnesota
Nebraska
New Hampshire
New Mexico
Ohio
Oklahoma
Rhode Island
Texas
Utah
Virginia
West Virginia
Wisconsin
Wyoming

*** Non-TRAIN affiliate states can use TRAIN as a free service. However, they do not receive a branded website nor the capacity to generate aggregate or specific reports about their workforce preparedness.*

“Folks around here are really excited about DE-TRAIN! Taking your advice, I’ve done 2 conference room meeting demos on DE-TRAIN and now have some major support from top management.”

- Rudy Bailey (Delaware)

“The system enables us to enhance access for our public health workforce to state and national training in a quick and efficient manner.”

- Chris Stan (Connecticut)

What People Are Saying

“This free learning tool should be utilized by all volunteers and leaders to assist and support each other nationally through the development of training and actually conducting training.”

- Stephanie Walker (MRC)

“I was skeptical of the online format before this. I am now sold on the idea of this as a great resource for the motivated learner. Especially helpful for the busy professional.”

- Richard Wagner (Wisconsin)

About TRAIN

TRAIN Features Summary

TRAIN Features Summary

TRAIN Summary

TRAIN offers practical solutions for managing educational content, delivering information content, tracking learning, and communicating with learners. The TRAIN structure design offers the necessary access and tools specific to three types of users: learners, course providers, and administrators. TRAIN allows administrators to control content accessibility and delivery via learner and administrative permissions. The ability to create an infinite number of learner groups allows administrators to restrict content for some learners while granting it to others. Additionally, the level of customization TRAIN offers allows affiliates to maintain large numbers of several types of learners within several learner groups.

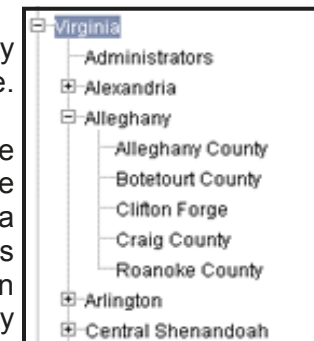
This versatile system of learner management and monitoring is made possible by the sophisticated technology TRAIN incorporates:

- > Web-based, database driven application
- > Development with the Microsoft .NET platform
- > Microsoft C# programming
- > SCORM 1.2 conformant runtime environment
- > Seamless “back-end” integration to third party LMS systems and other database driven applications
- > Section 508 compliance
- > Bandwidth efficiency

TRAIN Features

Grouping Structure

Management of all TRAIN learners centers on a simple, affiliate-determined grouping structure. This easily adaptable structure controls course participation, resource visibility, administrative reporting, and more. Every learner within TRAIN belongs to at least one group, and this group association affects almost all access within TRAIN. Each group assignment allows access to different resources. The grouping structure illustration to the right shows three levels, State, Region, and County. A learner in Craig County will be able to access, for example, all announcements available to Craig County, Alleghany Region, and Virginia State. That same learner is not able to see announcements for other counties or regions. Also note, this illustration shows a special-purpose group for administrators. Any potential special-purpose group can maintain secure and private discussion boards, document sharing, and announcements which focus solely on that group’s particular security needs.



TRAIN Grouping Structure

TRAIN Features Summary

Learner Management

Learner management within TRAIN is efficient and effective. For new learners, the affiliate can decide if portal registration requires administrative approval or if it is open to all. Regardless, there is at least one group assignment per learner; this learner group assignment derives from the affiliate's preferred structure. Each learner also has a learner profile, which the learner can maintain and update as necessary, as well can administrators with the appropriate roles for that learner's group. TRAIN never removes old learner records; rather these records are kept in the learner archive to ensure that no learner information is ever lost. TRAIN supports three different types of users (learners, course providers, and administrators), each of which has a special function within TRAIN. Despite each user types' intentional function, all user types have the potential to become any other user type. For example, course providers are able to receive additional administrative roles, making them an administrator while maintaining the initial course provider assignment .

Learner Features

- > Perform Simple or Advanced Course Search
- > Register into multiple course types including:
 - > Online asynchronous
 - > Synchronous of any type
 - > Physical delivery including print-based, DVD, CD-ROM, etc.
- > Launch Integrated SCORM Course Content
- > Access Learner Transcripts
- > Obtain Completion Certificates (where appropriate)
- > Participate in group discussions (message boards)
- > Access documents (resources)
- > Search Knowledge Content
- > Communicate with Instructors and System Administrators

TRAIN Features Summary

Course Provider Features

- > Self-request on system to be approved as a Course Provider (approval-based)
- > Post Course Listings (web-based and classroom-based)
- > Generate Class Rosters
- > Communicate with Course Registrants
- > Verify Course Completion
- > Assign Continuing Education Credits
- > Post Certificates and Award Credits
- > Report on Enrollment Data and Student Tracking

Administrative Features

- > Manage Learners and Groups
- > Assign Permissions/Roles
- > Schedule Learning Events (web, mobile, and classroom based options)
- > Approve Course Providers, Registrations, and other automated requests
- > Generate Reports
 - > Performance and Assessment Tracking
 - > Usage
 - > Competencies
 - > By Learner
 - > By Group
 - > By State, Region, or Locality
- > Post Resources, Announcements, Surveys, and Learning Content
- > Create Evaluations and Assessments

Learner Attributes

As the number of learners in TRAIN increases, so too should the corresponding grouping structure; however, this is not always necessary. With the use of learner attributes, learners can distinguish their individual conditions, locations, and specialties without disrupting their group assignment. Moreover, the application of learner attributes allows course providers and administrators to apply courses, conditions, communications, etc. across multiple groups while only affecting those learners with the specified attributes.

TRAIN Features Summary

Course Provider Management

Course providers are those learners in TRAIN who have been approved by the affiliate to post their course material on the TRAIN portal. Potential course providers can apply for this role by filling out a simple registration form. Administrators can then approve or decline the request. Once administrators approve a course provider, that provider has instant access to the TRAIN course add/edit feature. However, course providers can only edit those courses which they themselves enter into TRAIN (unlike administrators who can edit any course within the scope of their administrative roles).

Once a course provider creates a course, they can then communicate with registrants, edit the course roster, verify learner course completion, and more.

Administrative Roles

Any TRAIN learner is a potential administrator. At the affiliate's request, these learners are given administrative roles; and with these roles, TRAIN administrators can manage, monitor, and control almost every aspect of the non-administrative learners' TRAIN experience. Administrative roles include:

1. **Accreditation Manager** – Allows the manager to add/edit what accreditations are available to learners
2. **Announcement Manager** – Allows the manager to add and edit announcements. Managers can view the archive of expired announcements and reactivate any that are expired.
3. **Assessment Manager** – Allows the manager to create and edit course assessments.
4. **Batch Registration Manager** – Allows the manager to batch register learners into courses, thereby forgoing the approval process
5. **Conference Presenter** – Allows learners to be listed within a conference session as the presenter for that session. Learners who have this role approved will also be able to manage their conference presenter profile, bio, and presenter materials.
6. **Conference Presenter Approver** - Allows the manager to approve a TRAIN learner as a Conference Presenter, which allows the learner to manage their own bio and conference materials.
7. **Course Approval Manager** – Allows the manager to approve or deny course postings by approved course providers; additionally, the manager receives notification when new courses are available for approval.
8. **Course Attendance Manager** – Allows the manager to verify attendance for learners' transcripts and access rosters of participants for courses s/he offers.
9. **Course Certificate Manager** – Allows managers to define and edit course completion and other certificates.
10. **Course Provider Approver** – Allows the manager to approve, deny and change course provider statuses; additionally, TRAIN notifies the manager when new course providers request approval.
11. **Course Provider** – Allows course providers to post or edit course information within TRAIN, subject to the administrator's approval; by default, learners with this role are also course session managers.

TRAIN Features Summary

11. **Course Registration Approval Manager** – This role allows the manager to approve individual registrations (when pre-approval is a prerequisite).
12. **Course Reviews Manager** – Allows the manager to deactivate inappropriate course reviews.
13. **Course Session Manager** – This role allows the manager to add or edit individual course sessions, verify attendance for learner transcripts and access participation rosters for courses they have offered.
14. **Discussion Manager** – Allows managers to edit or deactivate discussion topics and threads.
15. **E-mail Manager** – This role allows the manager to use the bulk e-mail function to contact learners or groups of learners.
16. **Evaluation Manager** - Allows the manager to create and edit course evaluations.
17. **Learning Content Management System (LCMS) Administrator** – This role allows managers to modify LCMS item descriptions, assign LCMS items to groups and approve LCMS items submitted by learners.
18. **Link Manager** – Allows managers to edit which links are available to learners. Such items are usually links to the affiliate organization's site.
19. **Live Event Manager** - Allows the manager to receive monthly automated emails detailing upcoming live events.
20. **Location Manager** – Allows a manager to add and edit on-site training locations available to session managers (e.g., satellite broadcast, state on-site training); additionally, the manager can assign a default Course Session Manager for each location.
21. **Non-TRAIN Event Manager** – Allows the manager to approve Non-TRAIN Events posted by a Non-TRAIN Event Poster.
22. **Non-TRAIN Event Poster** – Allows the manager to post Non-TRAIN Events to the TRAIN Calendar (subject to approval).
23. **Permission Manager** – Allows administrators to access the learner list and assign administrative role to learners.
24. **Portfolio Manager** – Allows the manager to apply certain restrictions to courses. Managers can dictate which courses are available for which groups; additionally they can restrict courses as necessitating approval from an approval manager prior to participation.
25. **Report Manager** – This role allows the manager to generate aggregate reports, export course data (using any data) and export learning participation data (using non-identifiable data).
26. **Resource Manager** – Allows the manager to approve, edit, or deactivate documents and hyperlinks posted to the resources section of TRAIN.
27. **Survey Manager** – Allows the manager to create new and manage existing surveys.
28. **Survey Reviewer** – Populates the reviewer into a preferred list of learners for performing reviews of surveys submitted for review.
29. **Training Plan Manager** – This role allows managers to create and edit training plans, as well as assign training plans to learners.
30. **User Account Manager** – This role holds full rights to access and edit accounts of all learners in the group (and sub-groups) for which this role is assigned.

TRAIN Features Summary

Administrative Data Reporting/Exporting

Administrators can assist their own data collection process by accessing one of the several reports TRAIN offers. There is a variety of reports which administrators can take alone or in conjunction with other reports to produce a powerful system of information display.

There are many commonalities amongst the standard reports available through TRAIN. These reports are easily classifiable as either reports of *participation* or reports of *availability*. Also, administrators can view reports as a PDF file and/or they can export the report as an Excel datasheet (i.e., raw database information). As a PDF file, administrators have a variety of sorting options at their disposal. These sorting options further the display capacity of each report by allowing the administrator to prioritize information.

Reports of participation have four common parameters: date range, group, professional role, and work setting. Each participation report also has a unique parameter; and it is these unique parameters which give the report its strength. The input information given upon course creation determines each parameter. Administrators simply need to isolate the subject of data they would like to report on. When an administrator generates a participation report, the sorting options for these reports will include: professional roles, the number of learners, or the number of courses available.

Reports of availability are simpler than those of participation, and only have two common parameters. These include date range and group selection. The sorting options for availability reports include by course name and by offering organization (i.e. the company or organization that creates and maintains the course details).

The data exports available to administrators through TRAIN are, in a sense, precursors to the reports mentioned earlier. Exports have no parameters; they are simply raw system data. It is the raw data in these exports which TRAIN formats and displays as reports. Each export will download as an Excel spreadsheet and thus, TRAIN data exports present administrators with the opportunity to view, sort and analyze raw data from the TRAIN portal. This raw data includes such information as *User ID* (the unique number given to every learners account), the *Course Registration ID* (the unique number given to every new instance of course registration, progression, completion, etc.) as well as several other data columns of similar format.

TRAIN Features Summary

Administrative Ad-hoc Reports

Ad-hoc reports are the most versatile reports TRAIN offers. Whereas the raw data exports give TRAIN a power over volumes of information, the ad-hoc reports allow administrators to refine and customize the display of that information. Administrators can create and edit the parameters of the report. Constant (or invariable) parameters can be set up, thus, allowing for regularly run, all-inclusive reports, each of which meets the administrator's specific needs. In short, the TRAIN ad-hoc reports allow an administrator to reasonably link together any two or more columns of data. Moreover, the administrator is also able to determine the organization of these links.

Course Management

TRAIN is uniquely powerful in managing courses from disparate sources and of different types. The most powerful attribute of TRAIN course management is the degree to which each course and the conditions surrounding that course are editable. Registration notification options allow for approval only access to certain courses. While, at the same time, the TRAIN grouping structure necessitates only one instance of a course to make it available to an entire portal. The course system manages the following:

- > Course format – i.e., synchronous, asynchronous, physical delivery, on-site, online, conference, drill/exercise, etc
- > Target audience
- > Continuing Education (CE) credit type
- > Competencies the course addresses
- > Registration strategies – i.e., enabling different course providers with the ability to enforce their own registration and payment schemes
- > Geographic availability
- > Approvals – i.e., administrators have the ability to review all elements of the course and can choose to approve, decline, or request more information

Once in TRAIN, learners can search for courses by keywords, the variables listed above, by date, and for time and/or place.

TRAIN Features Summary

Session Management and Registration

Any live event course, such as a workshop or webcast, must have sessions. Administrators can add and edit the scheduling of sessions. Three general types of session schedules are available:

- > Single session / Single Location (i.e., one time lectures and webcasts)
- > Single Event / Multiple Locations (i.e., satellite downlinks)
- > Course-Based Learning (i.e., one course with multiple meeting times and dates)

Session scheduling encompasses the following fields:

- > Attendance capacity
- > Registration deadline
- > Language availability
- > Instructor(s)
- > Start and end date
- > Location type and place
- > Session visibility by TRAIN group

If a session is full, the registering learner is placed on the session waitlist (if available) and is notified when a spot becomes available. Additionally, the system will not allow learners to register for conflicting sessions.

Blended Learning Series

The Blended Learning Series (BLS) feature offers the capacity to create a series of courses particular to a field. The BLS feature simplifies which courses learners need to take and which requirements precede the completion of a BLS. The simplicity of the BLS comes from the learner seeing only one course unit, rather than several. However, that one course unit contains several corresponding courses. Administrators can determine BLS prerequisites and the BLS system makes it easier to track learner progress. The creation of a Blended Learning Series is similar to the creation of any standard course. The option also exists to list a course as only visible within a BLS, meaning that the course would only be accessible along with the rest of the BLS.

TRAIN Features Summary

Training Plans

Training plans allow administrators to assign a particular course path to individuals or groups. Training plans consist of courses which usually have a common theme. The purpose of the training plan is to minimize the necessity to search for courses. Administrators can easily choose and assign several courses to several learners, instead of, for example, sending out a mass email message. Moreover, administrators can assign multiple training plans to learners to reflect different themes and goals.

Like the BLS, training plans consist of a series of courses. However, unlike the BLS, training plans can be assigned directly to learners, and training plan courses appear individually on the transcript.

Conference Registration

The Conference Registration feature allows any Course Provider to post multi-day, multi-session conferences to TRAIN. Additional tools provided within Conference Registration include:

- > Create Tracks to efficiently organize sessions and streamline learner registration
- > Assign Presenters to conference sessions, giving the Presenter full rights to manage their materials and bio information
- > Assign Certificates and Credit to any individual session, as well as the conference record
- > Manage attendance and keep a record of participants through rosters for individual sessions as well as the overall conference
- > Provide registrants with an easy-to-use "Registration Wizard," allowing them to develop their own custom conference schedule

Exercises

TRAIN can now track courses that are specific to Drills & Exercises. This new format lets Course Providers manage registration by role and track important documents related to the exercise. Additional tools provided within the exercise format include:

- > Create Live Session registration based on Exercise Roles: Controller, Evaluator, Facilitator, Observer, Planner, Player, Simulator.
- > Create custom Roles per-session to meet your Exercise's needs
- > Limit individual Role attendance (e.g. only allow 3 Controllers, 5 Evaluators, etc)
- > Upload related documents (such as After Action Reports) to the Exercise after the event to centralize all course data
- > Exercise courses can be used in conjunction with all other TRAIN tools, such as Reporting, Training Plans, Prerequisites, etc.

TRAIN FAQs

1) What are the benefits of using TRAIN?

LEARNERS:

- > have around the clock access to on-demand learning of public health and first response courses from a global database of over 18,000 courses*
- > earn free continuing education credits on a variety of select courses
- > collaborate with peers through discussion boards, resources, and course reviews
- > manage learning progress, personal unified transcript of courses completed, an assigned training plan from the local TRAIN Administrator, and certificates earned; learners may also update personal learner account

COURSE PROVIDERS:

- > make learning visible to over 370,000 registered TRAIN learners*
- > assign learning to targeted groups of learners
- > are able to manage learners through course rosters, built-in e-mail functionalities, and course completion verification

AFFILIATES:

- > manage assigned learners
- > assign targeted training through the Master Training Plan enhancement
- > utilize shared system enhancements
- > access standard reports from the system or create unique ad-hoc reports to track learner activity and the overall use of TRAIN for organizational training needs

2) What are the benefits of becoming an affiliate, and what is the cost?

Typically, a state or national organization becomes a TRAIN affiliate, enabling entities throughout the state or organization to be granted rights to manage and track the training of the workforce. TRAIN Affiliates can customize their TRAIN website, utilizing state or organizational logos and color schemes. Affiliates can track the continuing education activities of the workforce, generate reports to manage employee progress, and plan strategies for future educational goals.

To become an affiliate currently requires an initial investment of \$55,000*. The current annual renewal fee is \$25,000*.

NOTE: All information denoted by an asterisk (*) is current as of September 1, 2010.

3) Who is the IT firm that maintains TRAIN?

Technical support to maintain the functionality of the TRAIN affiliate network is provided by our IT vendor KMi. Support is provided via e-mail and phone. TRAIN Affiliates recognize the benefits of being part of a large conglomeration of agencies. Affiliates can actively share learning information and training programs through a uniform system. On a continual basis, TRAIN Affiliate Consortium workgroups identify both desired and needed system enhancements, which are often funded by multiple affiliates "sharing" in the development costs. In fact, TRAIN Affiliates saved more than \$11 million over just 5 years based on economies of scale achieved through TRAIN when compared to typical learning management system costs.

4) How has the TRAIN system changed since its inception?

Since the inception of TRAIN in 2003, well over \$2.1 million has been spent on enhancements. Our IT vendor, KMi is responsible for developing and testing of enhancements and for maintaining the TRAIN site. To ensure the delivery of quality enhancements, PHF staff and all affiliates are provided the opportunity to test new enhancements before they are delivered to the TRAIN production server.

5) Who makes decisions for enhancements, etc. on TRAIN?

To ensure that TRAIN evolves to meet current and future needs, the TRAIN Affiliate Consortium (TAC) was created. TAC comprises state- and national organization-designated leaders from each of TRAIN's 22 participating states, the Medical Reserve Corps, and the Centers for Disease Control and Prevention's (CDC) Division of Global Migration and Quarantine who meet throughout the year to discuss strategies to strengthen public health workforce development in the U.S. using TRAIN as well as other technologies and policies. Generally, there is a bi-monthly conference call and one in-person annual meeting (held in the Spring). In addition, the TRAIN staff conduct web-based demonstrations to introduce new enhancements and their use to affiliates throughout the year.

6) Does the TRAIN contract prohibit course providers from entering courses that are not preparedness?

The contract does not prohibit anyone from entering courses that are not preparedness. TRAIN is the nation's premier learning resource for professionals who protect the public's health. TRAIN is a unique web-based learning management solution that provides a robust clearinghouse of on-site training and distance learning opportunities available in local, state, and national jurisdictions. You will find a variety of subject matters on TRAIN which include emergency preparedness, cultural competence, safety, and finance, to name a few.



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