HOW TO ACCESS THE COVID-19 TRAINING AND CERTIFICATE OF COMPLETION V06.2022





Utah Department of Health & Human Services Population Health

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Welcome! This PDF guide will provide screen shots of all steps necessary to access the COVID-19 training as well as print your certificate.

If your certificate fails to print, there are instructions provided on how to locate your training certificates in the training portal.

A training with a quick video is also available and may provide additional information.

Please reach out to the Immunization Program/Vaccine Management Team (801-538-9450) for additional assistance or any questions that you may have.

LOG INTO THE TRAINING

To begin, simply open a web browser (Safari, Internet Explorer, Chrome, or Firefox) Please note that not all web browsers may work:



Enter https://www.train.org/cdctrain/welcome



Once on the Train Utah web page, you will need to login. If you already have a Login Name and Password, enter it in the fields and click 'Login'. If you cannot remember your login information, click 'Can't log in' and follow the instructions to reset your password.

If you do not have a Login Name and Password, click 'Create an account' and follow the instructions.

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номе	Login Name	Welcome to TRAIN Utah
COURSE CATALOG	jegreen@utah.gov	TRAIN Utah is a gateway into the <u>TRAIN Learning Network</u> , the most comprehensive catalog of public health training and training for explanational who ensure the difference of little TDNN is a free ensure for
CALENDAR	Password	nealith training opportunities for professionals who serve the cluzens of Utah. TRAIN is a free service for learners from the <u>Public Health Foundation</u> .
RESOURCES	•••••	
HELP	Z Remember me	
Search TRAIN Q	Login	Through this site you can:
	Can't log in?	Quickly find and register for many courses listed on Train org and participating TRAIN affiliate sites, Track your learning with personal online transcripts,
	Create an Account	 Access valuable materials, course reviews, and discussions to improve your learning experience, and Steve informed of the latest public health trainings for your area or expendice.
		 Stay informed of the latest public relation trainings for your area of expense. If this is your first visit, click "Create an Account" on the left menu to register for TRAIN and start learning
	Mentile add severes to TDAINO	todayl
		If you already have an account, please enter your Login Name and Password in the text-boxes provided on the left menu and click "Login".
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Once you have successfully logged in you will receive a prompt, notifying you that you are being directed to an affiliate site, simply click '**Go**'.



COURSE SELECTION

Now on the Train Utah home page, select 'Courses'.

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		Other bookmarks
TRAIN Utah		
HOME		
COURSE CATALOG	Announcements	
YOUR LEARNING	There is no news available. Stay tuned!	
CALENDAR	The second	
RESOURCES		
DISCUSSIONS	E CALL	
HELP		
Search TRAIN Q		
	Your Training Status	
	Search You've finished all the courses and training plans in your list, congratulations! Looking for more to do? Clickberg to visit our search page.	
	Courses	
	Events Certificate Obtained	
	Courses You May Also Like o	

Now to search for the course, you will see that there are many courses available.

In the search bar, enter COVID-19 Vaccine Training

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TRAIN Utah			
HOME COURSE CATALOG	Use this page to search for any course TRAIN (see your profile for details).	or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within	
YOUR LEARNING	COVID-19 Vaccine Training	Q Sort by relevance ~	
CALENDAR	Filters	5,248 record(s) found.	
RESOURCES	Search By	Courses ×	
DISCUSSIONS	< Any Search By Courses	#NYCHealthEquily - Advancing Racial and Social Justice	
HELP		Region II Public Health Traini ****** (1611 Ratings)	
Search TRAIN Q	Affiliate -	(CE002) Cross-Cultural Communications, Cognition and Linguistics NDPHTN (Web-based Training - Sett-study)	
	Format	NDPHTN **** 🛱 (715 Ratings)	
		(CE003) Behavioral Patterns of Cultural Distance - Non-Verbal Communications. (Web-based Training - Self-study)	
	Subject -	NDPHTN **** ☆ (733 Ratings)	
	Course Rating •	S (CE004+).Cultural Distance and Societal Factors I NDPHTN (Web-based Training - Self-study)	
	Common Elitere	NDPHTN ★★★★☆ (<u>170 Ratings</u>)	
	oominon many	S (CE005+) Cultural Distance and Media Influences NDPHTN (Web-based Training - Self-study)	
	Competencies and Capabilities	NDPHTN **** (198 Ratings)	
		S (CE006+) Motivational Factors and Decision Making NDPHTN (Web-based Training - Self-study)	
	Credit Type 👻	NDPHTN A the second sec	
	Show Advanced Options	COCA) Calls/Webinars - Leveraging Existing Resources to Meet the Challenges Faced by People Who Use Drugs or Who Have Substance Use Webstream/Archived Webcast	
	Export Search Results	CDC - Centers for Disease C	

Locate the training: COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers.

Hint: this is generally the second training found in the search results.

Click on the link to access the training information.

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HOME	Use this page to search for any course TRAIN (see your profile for details).	or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within		
YOUR LEARNING	COVID-19 Vaccine Training	Q. Sort by relevance ~		
CALENDAR	Filters	2,633 record(s) found.		
RESOURCES	Search By	Courses ×		
DISCUSSIONS	< Any Search By Courses	National GOVID-19 Vaccine Trials (Webcast (recorded))		
		Region IV Public Health Trai ★★★★☆ (4 Ratings)		
Search TRAIN Q		COVID-19 Vaccine Training - General enview of Immunization Best Practices (Web-based Training - Self-study)		
		CDC Immunization		
	Subject -	CDC COVID-BU Case Investigation inrt Tracing Supervisor or Lead [Web-based Training - Self-study] Training: Guidance, Resources and Sample Training Plan [Web-based Training - Self-study]		
	Course Rating	CDC - Centers for Disease C ****** (339 Ratings)		
		CDC COVID-19 Case Investigator Training: Guidance, Resources and Sample [Web-based Training - Self-study] *		
	Common Filters -	CDC - Centers for Disease C ★★★★☆ (699 Ratings)		
	Competencies and •	OOVID-19 in Pediatrics Webcast (recorded)		
	Capabilities	Region IV Public Health Trai ★★★★☆ (<u>4 Ratings</u>)		
	Credit Type 👻	COVID-19 FRONTLINE: Evolving Strategies in the Management and Prevention of COVID-19 (Web-based Training - Self-study)		
		Med Learning Group (MLG)		
	Show Advanced Options	COVID-19 FRONTLINE: Evolving Strategies in the Management and Prevention (Web based Training - Self study)		
	Export Search Results			*

Now that you have located the training, simply click on 'Launch'.

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HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS HELP Search TRAIN Q	COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers	
	About Contacts Reviews Discussion Certificates	
	Details	
	Core Competencies for Public Health Professionals Core Competencies for Public Health Professionals	
	Attributes	

COURSE MATERIAL

You will see that a new tab opens with the training material. Leave the Train Utah tab open; this will make it easier once you have completed the course to retrieve your certificate of completion.

To navigate through the training, simply click the right/left arrows to toggle through each of the sections. There is an objective and introduction slide. Once on the introduction slide, the left arrow will appear allowing you to go back to the previously viewed slide.

You will need to complete each section in order to receive your certificate of completion.

Course - U-TRAIN - an affiliate ci X ⊠ C → C ☆ ● www2.odc.gov/va	COVID-19 Vaccine Training Mod ×						& #	- Ø	ookmarks
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c	COVID-19 Vaccine Training Modules Home			Ø	0	6)		
	COVID-19 Vaccine Training Modules Home Introduction, Discaimers, and Objectives Vaccine Safety, Development, and	Objective The objective of this module is to provide Authorization and safety, as well as gene	healthcare providers with information about al information about vaccine storage, handli	t COVID-19 vaccine Em ng, administration, and	ergency I report	/ Use ing.			
	Emergency Use Authorization (EUA) Storage and Handling of COVID- 19 Vaccines					Ł	Ľ)		
	Documentation and Reporting Adverse Events			Page last review Content sou	ed: Nove rce: Nove	mber 19, 202 mber 19, 202	0		
	How to obtain a certificate of completion								
		CDC INFORMATION About CDC Jobs	Privacy FOIA No Fear Act	Connect with CDC					

There are five sections (including the Introduction):

- 1. Introduction (approx. 2 slides).
- 2. Vaccine Safety, Development, and Emergency Use Authorization (EAU) (approx. 8 slides).
- 3. Storage and Handling of COVID-19 vaccines (approx. 4 slides).
- 4. COVID-19 Vaccine Administration (approx. 7 slides).
- 5. Documentation and Reporting of Adverse Events (approx. 3 slides).

CERTIFICATE OF COMPLETION

Once you have finished all the training sections, and are now on the 'How to Obtain a Certificate of Completion' slide, simply close the tab in your web browser.

Course - UTRAIN - an afflate = x Course - UTRAIN - an afflate = x Course - UTRAIN - an afflate = x www2.cdc.gov / accines/ed/courd 19/3HVA.4ee Course - Course - Cour	ol and Prevention Search Q Advanced Search	- o × ☆ : Other bookmarks			
COVID-19 Vaccine Training COVID-19 Vaccine Training Modules Home	: General Overview of Immunization Best Practices for Healthcare Providers				
✿ COVID-19 Vaccine Training Modules Home	How to Obtain a Certificate of Completion				
Introduction, Discaimers, and Objectives	Please visit <u>https://www.train.org/cdctrain/welcome</u> to search for the course. 1. Log into CDC TRAIN (if you are new, you will need to create an account).				
Vaccine Safety. Development, and Emergency Use Authorization (EUA)	 Search for the course you need a certificate for using the search bar. Click on the title in the search results to open the course page. Click "Register" at the top right. Launch the training. If you haven't already viewed the course, please review the course material. 				
Storage and Handling of COVID- 19 Vaccines	6. After you've gone through the course material, close the course tab. The TRAIN course details page should still be open. 7. Click the "Mark complete" button. 8. You can now find your certificate under Your Learning/Your Certificates.				
COVID-19 Vaccine Administration	 Click the print icon to the left of the course title to download and print your certificate. If you have any questions or problems, contact the CDC TRAIN Administrator at TRAIN@cdc.gov. 				
Documentation and Reporting Adverse Events					
How to obtain a certificate of completion	•				
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Once you close the tab, you will be back on the Train Utah tab and note that a new button now is showing, simply click 'Mark Completed'.

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COURSE CATALOG	📕 COVID-19 Vaccine	e Training: General Overview of			
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DISCUSSIONS	0 8 <u>8</u> 9 9	In Progress Web-Based Training - Self-Study ID 1094789 Skill Level: Introductory 0.5h			
HELP		★★★★☆ (<u>97 Ratings)</u>			
Search TRAIN Q		CDC has created a new, web-on-demand, self-paced module for heatincare providers who will be administering COVID-19 vaccine. This module will provide heatincare providers with information about COVID-19 vaccine, Emergency Use Authorization, and safety, as well as general information about vaccine storage, handing, administration, and reporting.			
		No continuing education will be available for this module. A certificate of completion is available - Show More			
	About Contacts Reviews Discussion	Certificates			
	Details	•			
	Attributes				
	Organization CDC NCIRD Immunization Services				
	Subject Areas				
	General Public Health				
	Infectious Diseases / Immunizations				

Once you have marked the training as complete, a new button will appear 'Print Certificate'. Click the '**Print Certificate'** button to download/print the certificate of completion.





HELPFUL HINTS: LOCATING CERTIFICATE IN TRAINING PORTAL

If you were unable to download your certificate, you can locate all trainings completed through the Train Utah portal by logging back in and clicking '**Your Learning**'.

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		Your Training Status	
	Search	You've finished all the courses and training plans in your list, congratulations! Looking for more to do? Clickhere to visit our search page.	
	Courses		
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	Events	7 Certificates Obtained	
	Courses You May Als	o Like 🛛	

Then click on the tab (1) 'Your Certificates'. If there are certificates associated with the course you completed, click the (2) download image (\leq) to get access to your certificate.

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COURSE CATALOG	print ceruncates, or access your transcript.		
YOUR LEARNING	Your Current Courses Your Training Plans Your Certificates Your Transcript		
CALENDAR	Name*	Completed Date Score	
RESOURCES	COVID-19 Vaccine Training: General Overview o	Nov 27, 2020	
DISCUSSIONS	Health in 3D	Apr 9, 2019 8	
HELP		Apr 8, 2018 0	
Search TRAIN Q	-		
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Eligible certificates for training's successfully completed are made available in a pop up, select the certificate to download/print.



<u>Useful Links</u>

VFC Forms: Training, Provider & Eligibility Forms, VFC Educational Material, Report Forms, Storage & Handling Forms, Tally Sheets, and more. The website is updated to keep required information current. You may need to refresh your browser.

Vaccine Storage & Handling Toolkit: View/Print the current Vaccine Storage and Handling Toolkit [Jan 2020] from CDCs website.

<u>USIIS Portal</u>: Login to the USIIS portal to gain access to USIIS Immunize, Vaccine Inventory, Doses Administered Reporting, VOMS, Clinic Reports & Batch Processes, and more.

Please note – If sites are bookmarked in your web browser, they may need to be refreshed/updated to reflect the most current information.



QUESTIONS?

For additional assistance, please contact the Vaccine Management Team.

vacteam@utah.gov (801) 538-9450