



## THE BASICS

TRAIN Learning Network, is a web-based, nationwide learning management system for public health organizations. TRAIN provides a catalogue to quickly search and enroll into continuing education courses to meet various requirements for the workforce and other training programs. Such credits include: CNE, CME, CEU/CE, CHES, CEC-Dental, MTASCP including academic credit and many others.

## PURPOSE

**The Texas Department of State Health Services (DSHS), Center for Health Emergency Preparedness and Response (CHEPR) is committed to providing dynamic and relevant training topics that will best aid you in disaster preparedness and response. Below is a proposed training plan to ensure high participation and awareness of multiple benchmark deliverables to best prepare for a vaccination event and the deployment of vaccination teams.**

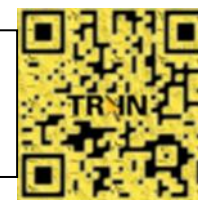
## TRAINING PLAN

This training path is a pedagogical tool to be used in conjunction with live-event training, synchronized, or asynchronous courses. The learning objectives for each course are specific, measurable, and relevant to today's public health development. All courses listed in this plan is free to all participants.

The courses can be taken in any order, depending on the time available, the needs of the learner, and the interests of the educational program, accredited institution, instructor, trainer or supervisor.

Courses might contain resources and guides within the description section of each course overview page. These supplementary guides will provide additional instructions to the learner.

Scan the QR Code to  
create an account on  
TRAIN



## Welcome to TRAIN A Step-by-Step Guide

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TRAIN Texas and its courses may undergo critical review and monthly maintenance to ensure its content and functionality is up to date, appropriate and relevant for the learner's needs and training goals. Significant improvements to the training plan such as a new course ID number can result in an email alert, notifying users of any changes in resources during the enrollment period.

## **TRAINING PLAN 4927**

## Project Manager

The following courses are a recommended path to start the initiating phases of project management in a vaccination event for Traditional Open PODs

### EVENT SET-UP/ OPEN POD TRAINING/ DRIVE THRU-POD TRAINING

**Competency 1:** Know the purpose of the Strategic National Stockpile (SNS) and the process of allocating resources from CDC to state and local agencies.

**Competency 2:** Describe the process for an organization to begin preparation to serve as an Open POD.

**Competency 3:** Understand issues related to training, operating, and reporting of an Open POD.

Course Title on TRAIN Texas	Course Number	Suggested Study
Medical Countermeasures (Basics of Public Health Preparedness, Module 4)	<a href="#">1046402</a>	Recommended
Open Walk-in & Drive Through POD Orientation	<a href="#">1096387</a>	Recommended

## Greeter/ Intake (Administrative)

The following courses are a recommended path for Greeters & Intake Administrative staff for operating within a vaccination event

### Blood Pathogen & Infection Control Training

Course Title on TRAIN Texas	Course Number	Suggested Study
Basics of the OSHA Bloodborne Pathogen Standard for Healthcare Settings	<a href="#">1084878</a>	<b>Recommended</b>
Infection Prevention and Control (IPC) for Novel Coronavirus	<a href="#">1090638</a>	<b>Recommended</b>

### Communicating with Patients about Vaccines

Course Title on TRAIN Texas	Course Number	Suggested Study
Epidemiology and Prevention of Vaccine-Preventable Diseases Pink Book Web on Demand Series: Immunization Strategies-2020 (Web on Demand) - WD4344-072220	<a href="#">1092338</a>	<b>Recommended</b>

## Vaccinators & Vaccinator Assistants

The following courses are a recommended path for Vaccinators and Vaccinator Assistants for operating within a vaccination event

**Competency 1:** Identify bloodborne pathogens and list the methods of transfer. Describe the types of engineering controls that help prevent sharp injuries and list work practice controls to reduce bloodborne pathogen exposure.

**Competency 2:** Understand infection prevention practices, including hand hygiene, isolation precautions and use of PPE to minimize exposure.

**Competency 3:** Understand safe vaccine administration and vaccine storage and handling practices. Review Clinical Training Material for various vaccines.

### Blood Pathogen & Infection Control Training

Course Title on TRAIN Texas	Course Number	Suggested Study
Basics of the OSHA Bloodborne Pathogen Standard for Healthcare Settings	<a href="#">1084878</a>	<b>Required for both</b>
Infection Prevention and Control (IPC) for Novel Coronavirus	<a href="#">1090638</a>	<b>Required for both</b>

## Vaccinators & Vaccinator Assistants

### Vaccine Storage and Handling

Course Title on TRAIN Texas	Course Number	Suggested Study
Immunization: You Call the Shots-Module Ten-Storage and Handling - 2021 (Web Based) WB4417	<a href="#">1095149</a>	Required for both
Keys to Storing and Handling Your Vaccine Supply-2018 (Web on Demand) - WD2886R	<a href="#">1078648</a>	Required for both
Epidemiology and Prevention of Vaccine-Preventable Diseases Pink Book Web on Demand Series: Vaccine Storage and Handling; Vaccine Administration-2020 (Web on Demand) WD4344-072920	<a href="#">1092349</a>	Required for both
<b>Control Solution VFC400 Data Logger</b>		
VFC400 Operating Instructions	<a href="#">1096069</a>	Required for both

### Communicating with Patients about Vaccines

Course Title on TRAIN Texas	Course Number	Suggested Study
Epidemiology and Prevention of Vaccine-Preventable Diseases Pink Book Web on Demand Series: Immunization Strategies-2020 (Web on Demand) - WD4344-072220	<a href="#">1092338</a>	Recommended for Vaccinators
		Recommended for Vaccinator Assistants

# Vaccinators & Vaccinator Assistants

## Vaccine Administration

Course Title on TRAIN Texas	Course Number	Suggested Study
ELEARN: VACCINE ADMINISTRATION (You Call the Shots Module Eighteen) - WB2502	<a href="#">1071869</a>	<b>Required for Vaccinators</b>  <b>Recommended for Vaccinator Assistants</b>
Vaccine Administration Videos	<a href="#">1094963</a>	<b>Required for Vaccinators</b>  <b>Recommended for Vaccinator Assistants</b>

After launching course [1094963](#) – You will be [redirected to this CDC website](#) – Please watch the following videos and then revisit the [training plan](#) to mark this course as complete

### [Multidose Vial \(MDV\)](#)

### [Intramuscular \(IM\) Injection: Supplies \(Children Birth through 18 Years of Age\)](#)

### [Intramuscular \(IM\) Injection: Supplies \(Adults 19 Years of Age and Older\)](#)

### [Intramuscular \(IM\) Injection: Sites](#)

### [Documentation of Vaccines After Administration](#)

## Vaccinators & Vaccinator Assistants

### COVID 19 Vaccine Training and Clinical Materials

Course Title on TRAIN Texas	Course Number	Suggested Study
COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers	<a href="#">1094789</a>	<b>Required for both</b>
Pfizer-BioNTech COVID-19 Vaccine: What Healthcare Professionals Need to Know (Web Based) - WB4461	<a href="#">1095082</a>	<b>Required for both</b>
Moderna COVID-19 Vaccine: What Healthcare Professionals Need to Know (Web Based) WB4464	<a href="#">1095354</a>	<b>Required for both</b>

Now that you have an idea of the recommended and required courses needed to complete your training. Before we can begin registering for the DSHS COVID-19 Vaccination Training Plan, we must create an account first.

### [TRAINING PLAN 4927](#)



## STEP 1 - Setting Up Your TRAIN Account

### Access the TRAIN Learning Network

1. Use your preferred internet browser and enter <https://www.train.org/texas/welcome> into the URL Address bar.

2. Select your location from the drop-down menu.  
Some browser settings may have GPS location enabled and will automatically redirect you to the TRAIN Texas division.

3. On the login page, select **Create Account**. Fill out all the required entries, please use your real first name and last name.

4. After agreeing to the site terms, the site will prompt the user to enter registration information through a notification that states, “[your profile is incomplete](#)” and “[you are not set to receive email notifications from TX TRAIN.](#)”

5. The user can click the link within the notification to edit their profile or navigate to the top of the site and click on the user name in the far-right corner.

6. All required information must be entered to continue taking courses, including your work address, title, organization, professional role and work setting.



#### Create Account

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a Password

Password must be at least 6 characters in length and contain at least one lower case letter, one capital letter, and one number.

Confirm Password

Notifications
×

! [You are not set to receive email notifications from TX TRAIN](#)

## STEP 2 – Managing Groups

**7. In TRAIN we use Groups to optimize your experience and customize content to suit your needs. The Group entry for your profile ensures the course library is filtered to your occupation and preferences. In addition, this feature helps track course completion and aids reporting to your affiliated organization.**

**To select a group, each prompt must contain a selection in the LOCATION list.** Keep following through with the entire prompt to save your selection.

Select TEXAS as your state portal if not auto-selected.  
The user will then be prompted to make several additional selections.

8. Click the blue button that states **Join Another Group**.

9. The TRAIN site will navigate to the group portal section.

**Please assign the following group selection when creating a profile for the DSHS COVID-19 Vaccination Training Plan**

10. Select: LOCATION

11. Select: TEXAS

12. Select: JOB ROLE: **Texas User Group**

13. Select: Training - Preparedness & Emergency Response

Select an affiliate you want to join.

[Location](#)

Select the location where you work, study, or reside.

If the user has already added a group prior to reading these instructions, they can edit their group selection by clicking the pencil icon.

### Group Selection

National/Texas  
Texas User Group/Training - Preparedness & Emergency Response

Because you are affiliated with Texas User Group, you will need to answer a few additional questions.

[↑](#) / [Location](#) / [Texas](#) / [Texas User Group](#)  
(Click any level to return to it)

**Select: Work place**

[Not a HHS enterprise state employee](#)

**14. Next - The group wizard should prompt the following string:**

Texas User Group/Training-Preparedness & Emergency Response

**15. Select the link [Not a HHS enterprise state employee](#) and confirm the selection.**

**16. The wizard will prompt to select a homeland security discipline shown in the example to the right. Pick a discipline and continue through the prompt.**

Once a group has been selected it will appear in the window above stating **Join By Group Search**

[Emergency Management Agency](#)  
[Emergency Medical Services](#)  
[Fire Service](#)  
[Governmental Administrative](#)  
[Hazardous Materials Personnel](#)  
[Health Care](#)  
[Law Enforcement](#)  
[Other](#)  
[Public Health](#)  
[Public Safety Communications](#)  
[Public Works](#)  
[UNKNOWN Homeland Security Discipline](#)  
[Volunteers](#)

## STEP 3 – Customizing Your Profile

Other sections of your profile will include -

17. The next section will prompt the user to enter in a contact number. At least one contact number must be provided.

18. Click the Address tab to enter in your work address of your organization or the site address of the vaccination event.

19. After the address section is complete it is time to enter in the organization details of your profile

20. Click the organization tab.

Organization

21. Within the organization tab, the fields that are required are the Organization Name, the Department/ Division and the Title.

!

Contact

(Fields marked below are required)

?

Phone Numbers

+ Add a Phone Number

At least one contact number must be provided.

Address

(Fields marked below are required)

Country

United States

State / Territory

Texas

City

Austin

Zip / Postal Code

78714

Street Address

P.O BOX 149347

Street Address Cont.

Time Zone

(GMT-06:00) Central Tin

!

Organization

(Fields marked below are required)

Organization Name

Department / Division

Bureau / Section

Title

Title is required

**22.** The Organization entry signifies the one in which the user is affiliated with. (E.g. Clark County Health Department, Baylor Hospital, Harris County Emergency Corps...Etc.) This section of the profile will also accept the answer: Not affiliated.



**Please enter your organization or vendor that you are affiliated with.**



**23. In the Department/Division entry box write the term COVAX.**



**24. The Bureau/Section can be left blank, unless applicable to your organization.**

**25. The Title Entry box must match the role you are to perform within the vaccination event. For instance, Project Manager, Greeter/ Intake Admin, Vaccinator or Vaccinator Assistant.**

## Organization

(Fields marked below are required)

Organization Name

VENDOR NAME

Department / Division

COVAX

Bureau / Section

Title

Vaccinator

**26.** The next section displays the tab called Professional License Number, this section is optional and can be skipped.

27. TRAIN requires your profile to be further customize by entering in a Professional role and a work setting.

**28. Professional role** represents the title of your profession. The very last entry states OTHER, which allows the user to type in the professional role of their choosing. You can select up to three.

☒ **Non-Physician Clinician**

Other Clinician (specify) \_\_\_\_\_

Vaccinator

**29. Work Setting** signifies the type of industry the user works in. If none of the categories fit a current occupation, the OTHER box allows the users to type in a work setting of their choosing.

30. Entering demographic information is voluntary. The user may also enter a FEMA student ID number or a Professional Organization ID Number to keep on record.

**These details will be used for reporting purposes only.**

**31. The account is now created. The user will be prompted with an alert message if any missing information is required.**

32. TRAIN may require every account holder to verify their account during initial set-up. It is up to the user to Opt-in or Opt-out to receiving messages from TRAIN Texas.

**I would like to allow TX TRAIN to send me notifications via email**

☒ Yes ☐ No

## Additional Groups

In addition to selecting the group titled **Training – Preparedness & Emergency Response**, TRAIN will allow users to add additional groups.

**Group selected by Region** will allow the user to see courses specialized and developed for your location within the state. Please select no more than 3 subcategories within a regional group if necessary. If your region is not represented in the list a generic group selection will be accepted.

### Group Selection

↑ / [VHA](#)

#### Select: Affiliation

Group search

[Department of Defense](#)

[Department of Homeland Security \(DHS\)](#)

[Department of Veterans Affairs \(VA\)](#)

[Federal Emergency Management Agency \(FEMA\)](#)

[Non-Federal](#)

[Other Federal](#)

[US Department of Health and Human Services \(HHS\)](#)

[VA Affiliation](#)

[Veteran Community Care Providers](#)

[Volunteer](#)

**There are other groups you can select to aid the filtration capability of the course catalogue. These can be added in addition to the group selected above.**

**MRC:** If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

**CDC:** To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice add the CDC Portal.

**VHA:** To access additional Veterans Health Administration, Employee Education System content add the VHA Portal.

**Med Learning:** To access additional Med Learning content add the Med Learning portal.

#### Select: Region

Group search

[Central Office](#)

[Region 1 – Headquartered in Amarillo](#)

[Region 2/3 – Headquartered in Arlington](#)

[Region 4/5 – Headquartered in Tyler](#)

[Region 6/5 – Headquartered in Houston](#)

[Region 7 – Headquartered in Temple](#)

[Region 8 – Headquartered in San Antonio](#)

[Region 9/10 – Headquartered in El Paso](#)

[Region 11 – Headquartered in Harlingen](#)

[SOAR Training](#)

[Training - Preparedness & Emergency Response](#)

[UNKNOWN Region](#)

## STEP 4 - To Enroll into the [Training Plan](#)

### Additional method

1. Create an Account.
2. Use the left-navigation bar to click the search box underneath the word "HELP." Typing into the search box will find any course or document on the TRAIN Learning Network site.
3. The left Filter section will organize the catalogue by Courses; Training Plans; Non-TRAIN Events; Resources; Discussions.
4. Click Training Plans.
5. In the above search box type [4927](#) to be redirected.
6. Click the **blue Register** button to the right to enroll.

### Filters

Search By ▲

[Courses](#)  
[Training Plans](#)  
[Non-TRAIN Events](#)  
[Resources](#)  
[Discussions](#)

**+ Register**

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN ([see your profile for details](#)).

4927

Sort by relevance ▼

### Filters

Search By ▲

[Any Search By](#)  
[Training Plans](#)

Export Search Results

1 record(s) found.

Training Plans ✕

[DSHS COVID-19 Vaccination Training](#) Training Plan ▲

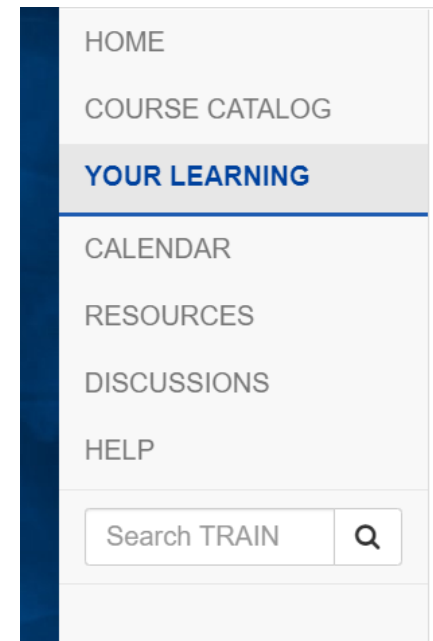
The Department of Health and Human Services (DSHS), Center for Health Emergency Preparedness and Response (CHERP) is committed to providing dynamic and relevant training topics that will best aid you in disaster prepared-

Texas



## STEP 5 - To Download and Print a certificate

1. Through the home page, navigate to the menu bar on the far left.
2. Click Your Learning.
3. Click **Your Certificates**.
4. The symbol to the left of the title of the course will be 3 dots in either a column or a row.
5. Click this to receive a drop-down menu.  
A download button should be accessible.  
Click on the download symbol to download your certificate.
6. Another alternative direction is to Select the Certificates Obtained tab under Your Training Status.
7. A download icon is located to the left of the course title.
8. Select the icon to print the certificate.



**Various courses will allow multiple registrations and assessment attempts.** In the Transcript section of the Your Learning tab, a history icon will appear in the drop-down menu whenever a course title is clicked. This feature allows the user to see all their course attempts and certificate received.

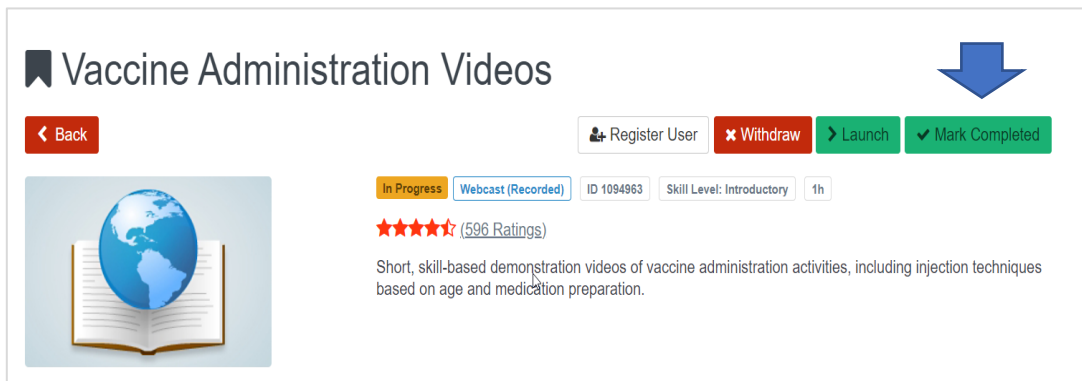
The printer settings need to be set to "scaled to fit" or "fit to printable area" when printing

## STEP 6 - Mark Your Course Complete in TRAIN Texas

**Some courses may require the user to manually mark the course as complete to satisfy registration.**

**Mark your course as complete in the course details page**

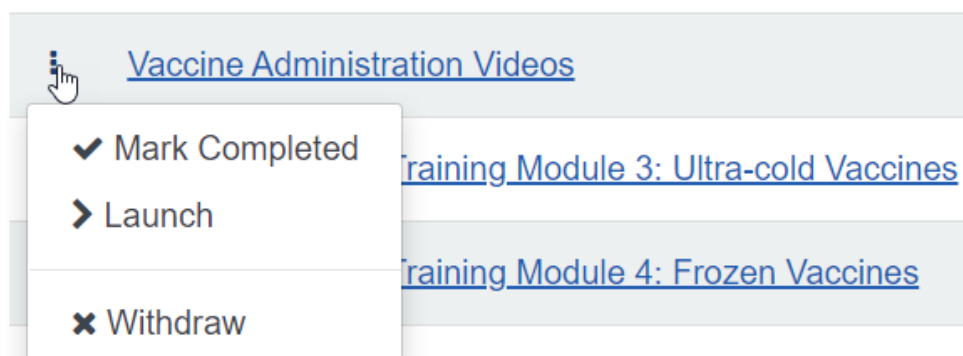
1. Click the green button that states Mark Complete next to the course title.



### Additional Method

**Mark your course as complete through the home page**

1. Navigate to the menu bar to the left of the screen.
2. Click the Your Learning Tab then Current Courses. You can either open a course through the course details page or select the triple dot menu to the left of the course title.



3. If the course can be completed by the user, a Mark Completed tab will appear in the menu drop down menu.

4. A course may contain a mandatory post-test evaluation, TRAIN will prompt the user to take the evaluation immediately.
5. After the evaluation has been completed and time stamped, the course is now added to the user's transcript and a certificate of completion can be found in the "Your Learning tab."

## Technical Assistance & Troubleshooting

### Password Assistance

#### Forgotten your account password?

If you've forgotten your login credentials, click the 'Can't log in?' link and you will be directed to TRAIN's account recovery page. On this page, you will enter your email address and click the 'Submit button.' Your login name, along with a link to a page for you to create a new password, will be emailed.

#### Received an email for Duplicate accounts?

Creating duplicate accounts within TRAIN will cause an account-lock out and prevent password resets. Please contact the Technical Support Help Desk if you no longer have access to your account and the TRAIN system is denying all password resets.

#### Registered as a course provider?

Please send an email to the Technical Support Help Desk.

#### **TECHNICAL SUPPORT**

Technical support inquiries can be sent to [TXTRAIN@dshs.texas.gov](mailto:TXTRAIN@dshs.texas.gov)

Need a Visual? Click to access [Tutorial Videos](#)

[For a list of system requirements](#)  
[Accessibility Statement](#)  
[Support Policies](#)  
[More User FAQ](#)