



ANNUAL BOARD OF HEALTH TRAINING

User Guide

Rationale

Training for Boards of Health is mandated by House Bill 21-1115. This bill added provisions that required annual training for Board of Health members to Colorado Revised Statutes 25-1-508. Boards of Health orientation and training was developed by the Colorado Department of Public Health and Environment (CDPHE). *This Guide was revised 2/23.*

Office of Public Health Practice, Planning, and Local Partnerships

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Preface

Introduction

CO TRAIN is the Colorado version of the nationwide TRAIN Learning Management System (LMS) which is a free source of information and training for learners and course providers, administered by the [Public Health Foundation](#).

The Colorado Department of Public Health and Environment (CDPHE) became a TRAIN Affiliate to provide an LMS for public health professionals in Colorado. It is a separate system from CDPHE; therefore, it requires users to create a CO TRAIN account.

CO TRAIN Used for Board of Health Trainings

CO TRAIN is the LMS used to access online training provided by the Office of Public Health Practice, Planning, & Local Partnerships (OPHP) for your annual Board of Health (BOH) trainings.

OPHP's goal in using CO TRAIN is to provide a user-friendly resource that presents public health training, information, and resources to develop and sustain a competent and qualified public health workforce, and to share these resources with Colorado's public health community.

Purpose of this Document

The CO TRAIN User Guide will help you navigate the following:

- Creating a CO TRAIN account
- Searching for courses on CO TRAIN
- Registering for courses on CO TRAIN

Note: You must first create an account on CO TRAIN prior to registering for online courses. Do not create a new account if you think you may have a previous account. You may check to see if you have an account by entering your email address(s) here:

<https://www.train.org/colorado/admin/forgotPassword>

Already Have a CO TRAIN Account?

If you already have a CO TRAIN account, you can go directly to the courses linked here:

- I. [Public Health Introduction \(CO Boards of Health Training\) Course #6072](#)
 - II. [Public Health Law and Emergency Management Case Study \(CO Boards of Health Training\) Course #1108138](#)
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Creating a CO TRAIN Account

Introduction

A CO TRAIN account is required for participation in the Board of Health annual training through OPHP.

- If you do not have a COTRAIN account, review this section to get set up.
- If you already have a COTRAIN account, you can skip to the next section: Searching and Registering for a CO TRAIN Course, or select the links above.

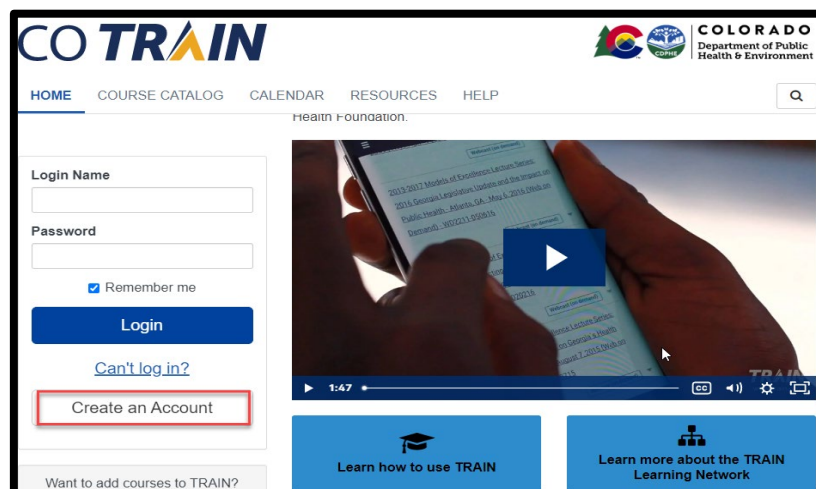
Steps for Creating a CO TRAIN Account

Below are the steps required to set-up a CO TRAIN Account. Each of these steps is further described in the sections that follow.

Step	Action
1	Go to the TRAIN website, choose create an account
2	Create login, password, etc.
3	Select your profile, complete fields
4	Manage groups
5	Edit "Group"
6	Edit "Account"
7	Fill out the Contact, Address, etc.
8	Save

Step 1

The first step in creating a CO TRAIN account is to visit <https://www.train.org/colorado> and on the main page, choose 'Create an Account' as seen in the screenshot below.



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Creating a CO TRAIN Account, Continued

Step 2

The second step in creating an account is to enter the following information in CO TRAIN:

- Create a login name
- Password
- Email address
- First and Last Name
- Time Zone
- Zip Code

Once you have entered the required information you will need to complete the following:

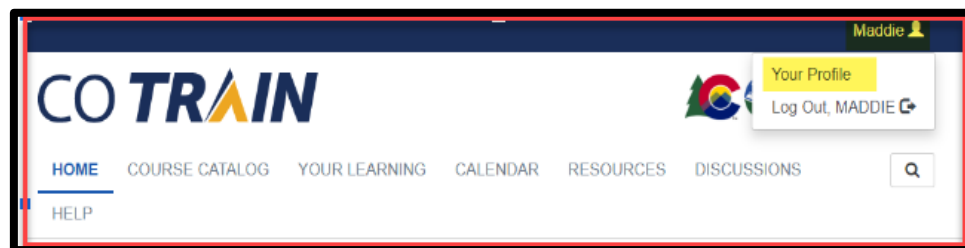
- Click I agree to all Agree to all TRAIN policies box
- Select Create Account

Note: Your account is NOT yet completed. Please continue to step 3.

Step 3

Next, you will need to select Your Profile from the drop down menu that appears by clicking on your name as seen in the screenshot below.

Anything with a red exclamation mark after needs to be filled out. You may also need to clear out notifications on your main page.



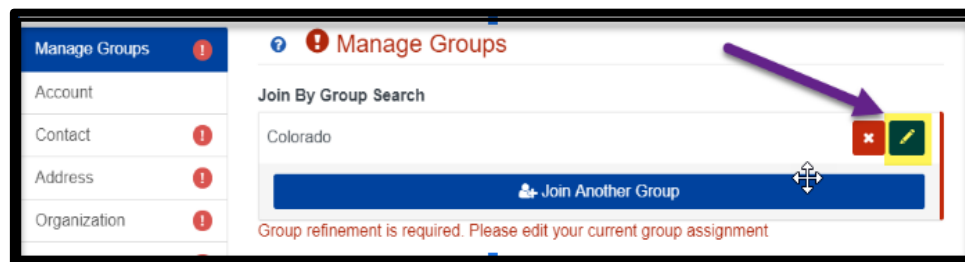
Your account is NOT completed until your Profile is filled out. You will not be able to take any training until it is complete.

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Creating a CO TRAIN Account, Continued

Step 4

The fourth step requires you to choose a group by clicking on the blue pencil icon to the right of Colorado as seen below. Here you can manage your groups based on the zip code entered in the initial account creation.



Note: Please do not click 'Join Another Group' in the blue bar, as this step is not necessary.

Step 5

Once in the Edit Group screen, you will be asked to select a discipline. It is optional to select a discipline and will not impact your courses or training plan in any way.

You can also select No Discipline or Select a Discipline to narrow down the job field. You will have to select Confirm these selections twice. This step completes the requirements for the Manage Groups section.

Step 6

Next, choose Account, where you will see the option to allow notifications from CO TRAIN. You must choose "yes" to receive important information including completion certificates and other details strictly related to the course you are taking. CO TRAIN will not share your email.

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups Account Contact Address Organization Professional License Number

Account (Fields marked below are required)

Email
test.user@state.co.us

Verification email will be sent when you save your changes.

I would like to allow CO.TRAIN to send me notifications via email
 Yes No

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Creating a CO TRAIN Account, Continued

Step 7

The seventh step requires you to fill out the Contact, Address, Organization, Professional Role, and Work Settings sections as prompted. See below for some guidance on the specific sections.

1. Organization: You may enter N/A in any field that is not relevant.

Professional Role & Work Settings: Select the settings that best match your profession; you can always select OTHER.

Step 8

The final step is for you to save your work! Be sure to select SAVE in the top right corner of the screen. When you no longer see (!), your profile is complete and you can now register for the necessary courses.

Searching and Registering for a CO TRAIN Course

Introduction

Once you have created your CO TRAIN account and completed set-up, you may begin taking courses. Follow the steps below to search and register for a course.

Step	Action
1	Click on the website links or here for BOH courses: I. Public Health Introduction (CO Boards of Health Training) Course #6072 II. Public Health Law and Emergency Management Case Study (CO Boards of Health Training) Course #1108138
2	Select a course
3	Click on Launch to begin course
4	Click on Launch each time you return to the course
Note	Instructions for Group viewings

Step 1

From the website, choose the BOH training you want to take. In CO TRAIN, Select the magnifying glass that appears on the top right of the screen. Enter in the BOH training you wish to take (i.e. *6072* or *1108138*) and press the enter key to find this training.

If you've already taken *I. Public Health Introduction #6072*, please choose *II. Public Health Law and Emergency Management Case Study (CO Boards of Health Training) #1108138*.

Step 2

Click on a course to get started. Once you've selected the course, it will take you to a new page showing the course details. Here you can see information about the following:

- Course name
 - Contacts
 - Reviews
 - Discussion
-

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Searching and Registering for a CO TRAIN Course, Continued

Step 3

Begin the course by selecting the green 'Launch' button, shown in the example below.



Step 4

Once you have started a course, you may leave the course and resume at a later time by selecting 'Launch' on the course details page from the screenshot above.

Note

If a group of Board members or the whole Board wants to complete the course together, only 1 person will need to have a CO TRAIN account.

If you will have a group taking the course at the same time, please let us know by sending an email to ophp@state.co.us.

Let us know the date you completed or will complete the course, the names of the Board members who are taking the course, and the email address of each person taking the course.

Each Board member will then receive an email with a link to a Qualtrics Evaluation Survey (described below) that needs to be completed in order to receive credit for taking the course this year. Each person will need to fill out the survey individually.

Evaluation and Course Completion

Introduction

In order for your BOH training course to be marked as completed, you must take the Qualtrics Evaluation Survey. The link is embedded in the course. Once you complete the evaluation you will receive an email confirming that you have successfully completed the course.
