

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

V06.2022

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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.

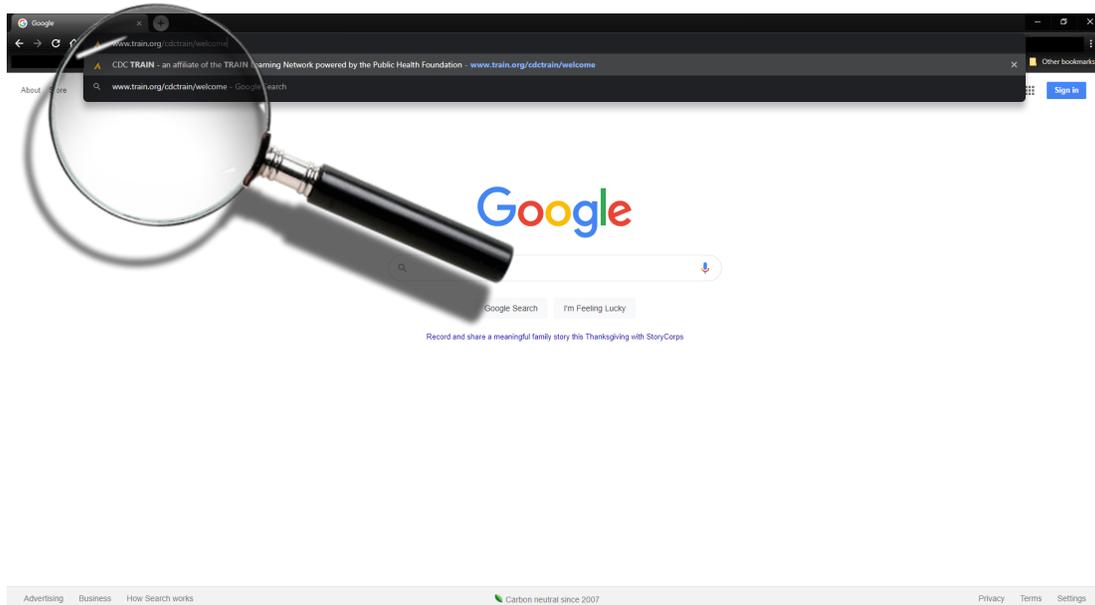
Please reach out to the Immunization Program/Vaccine Management Team (801-538-9450) for additional assistance or any questions that you may have.

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:

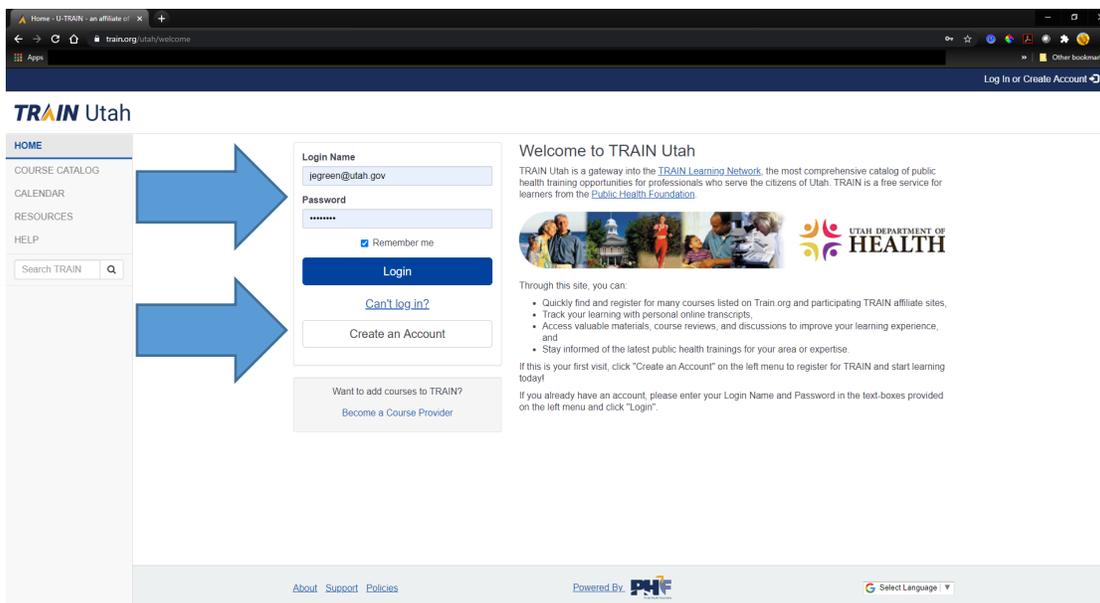


Enter <https://www.train.org/cdctrain/welcome>

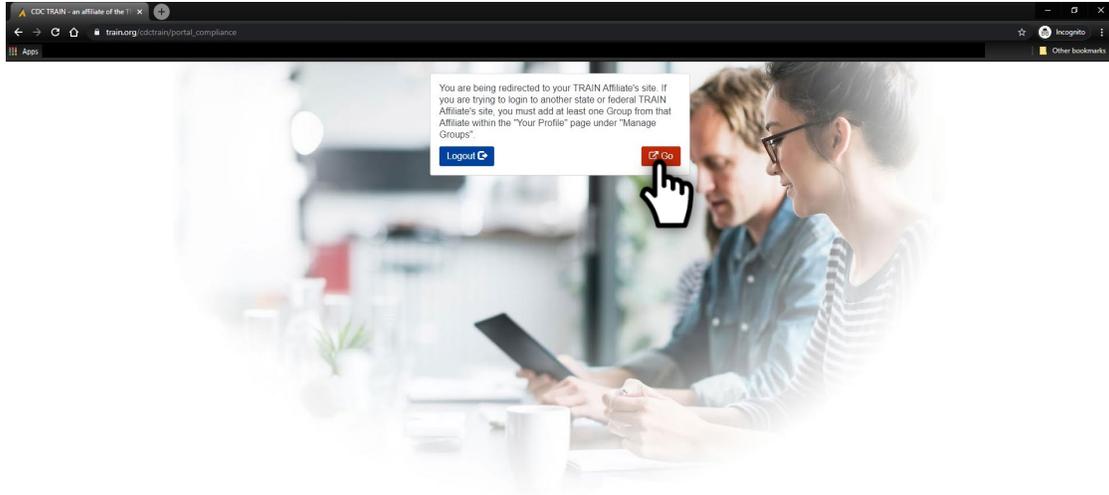


Once on the Train Utah web page, you will need to login. If you already have a Login Name and Password, enter it in the fields and click 'Login'. If you cannot remember your login information, click 'Can't log in' and follow the instructions to reset your password.

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

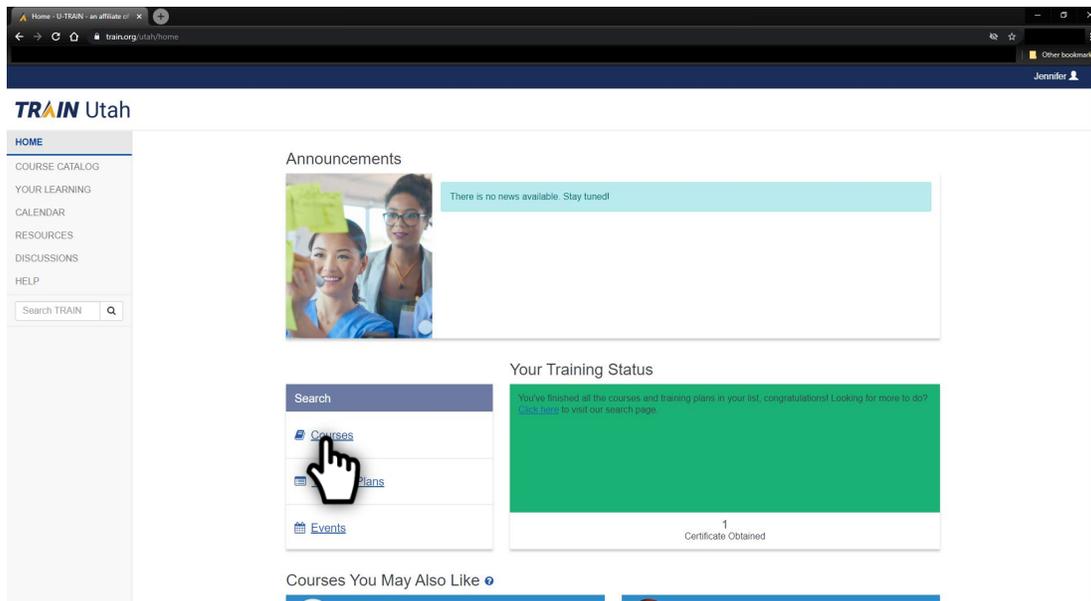


Once you have successfully logged in you will receive a prompt, notifying you that you are being directed to an affiliate site, simply click 'Go'.



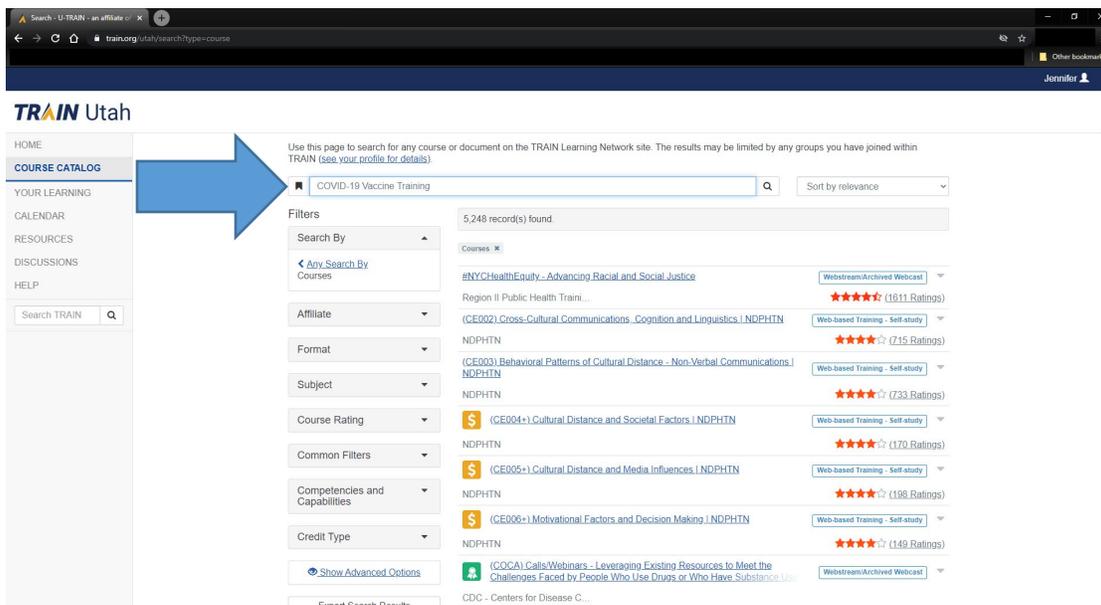
COURSE SELECTION

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



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

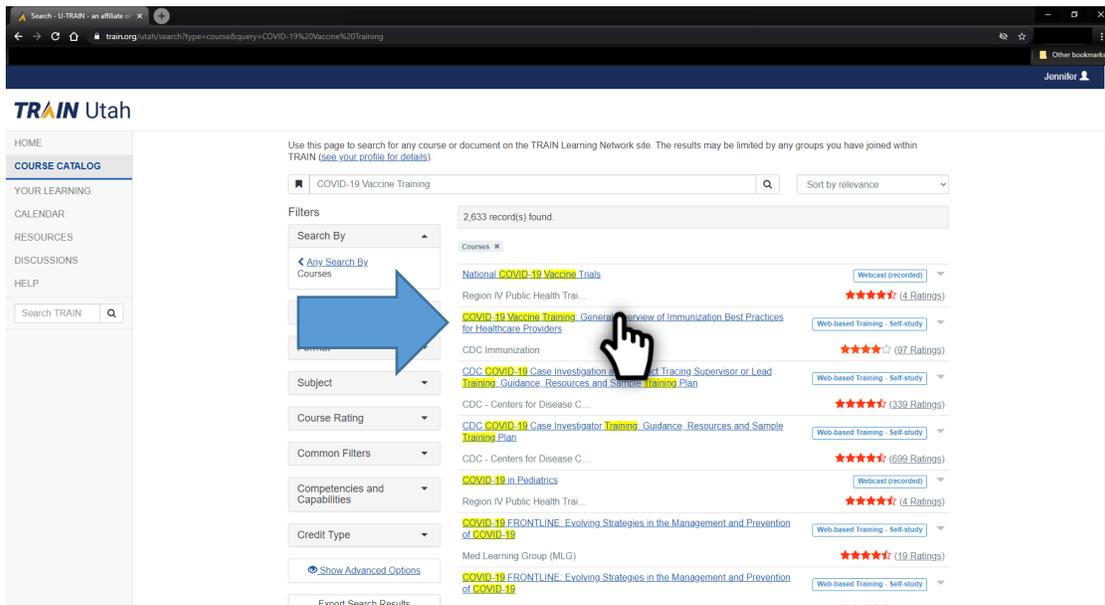
In the search bar, enter **COVID-19 Vaccine Training**



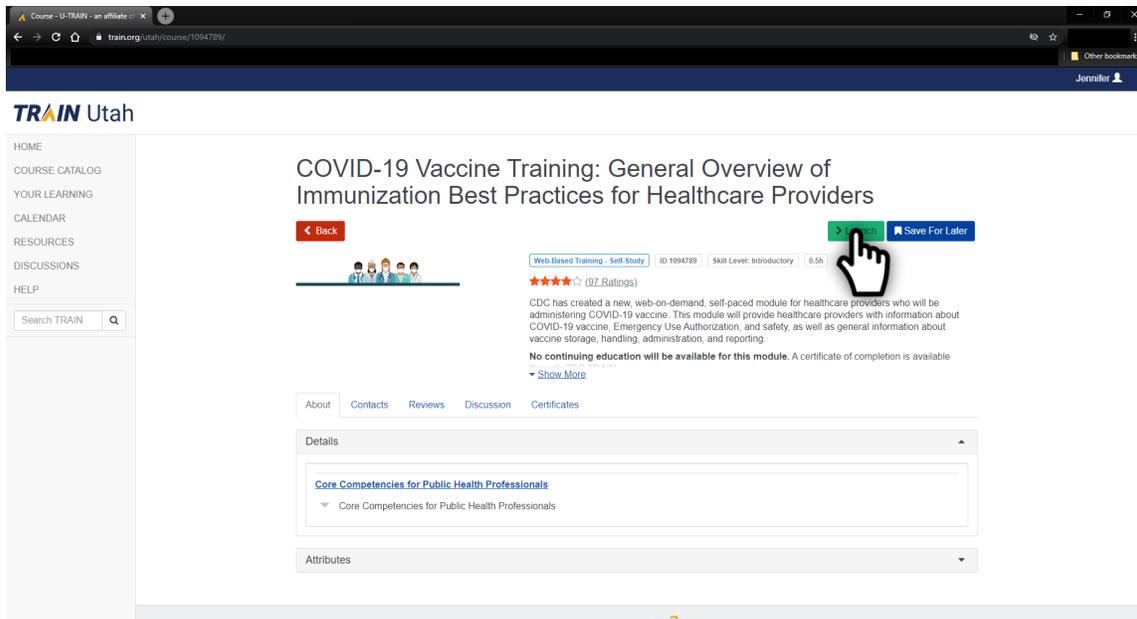
Locate the training: COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers.

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

Click on the link to access the training information.



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

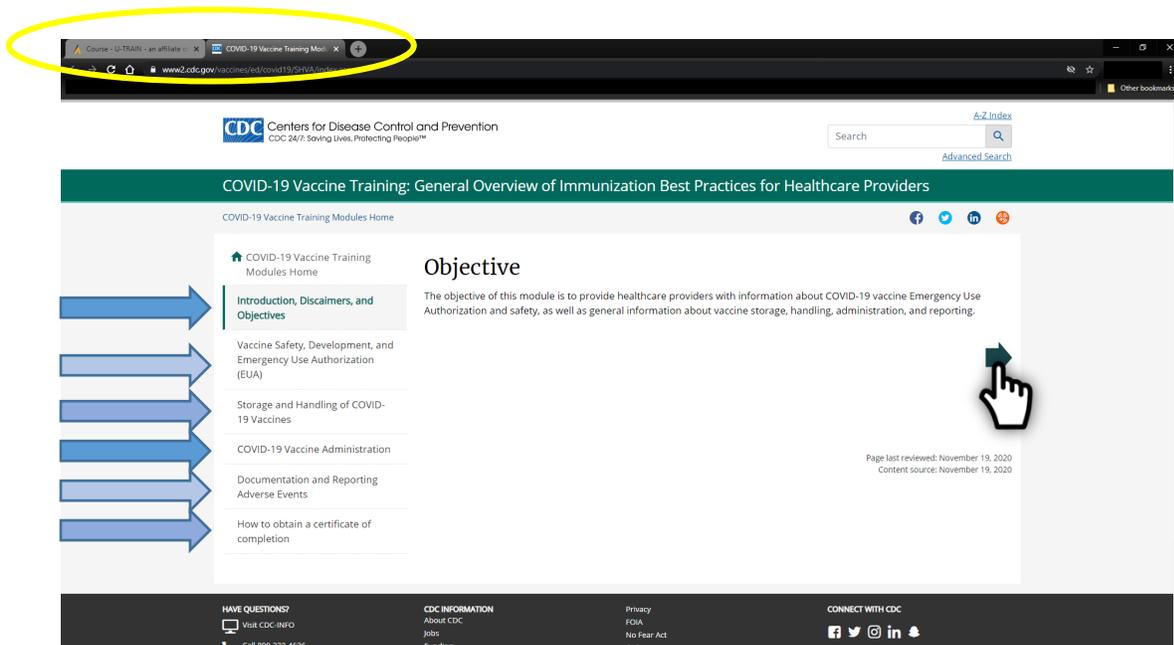


COURSE MATERIAL

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.

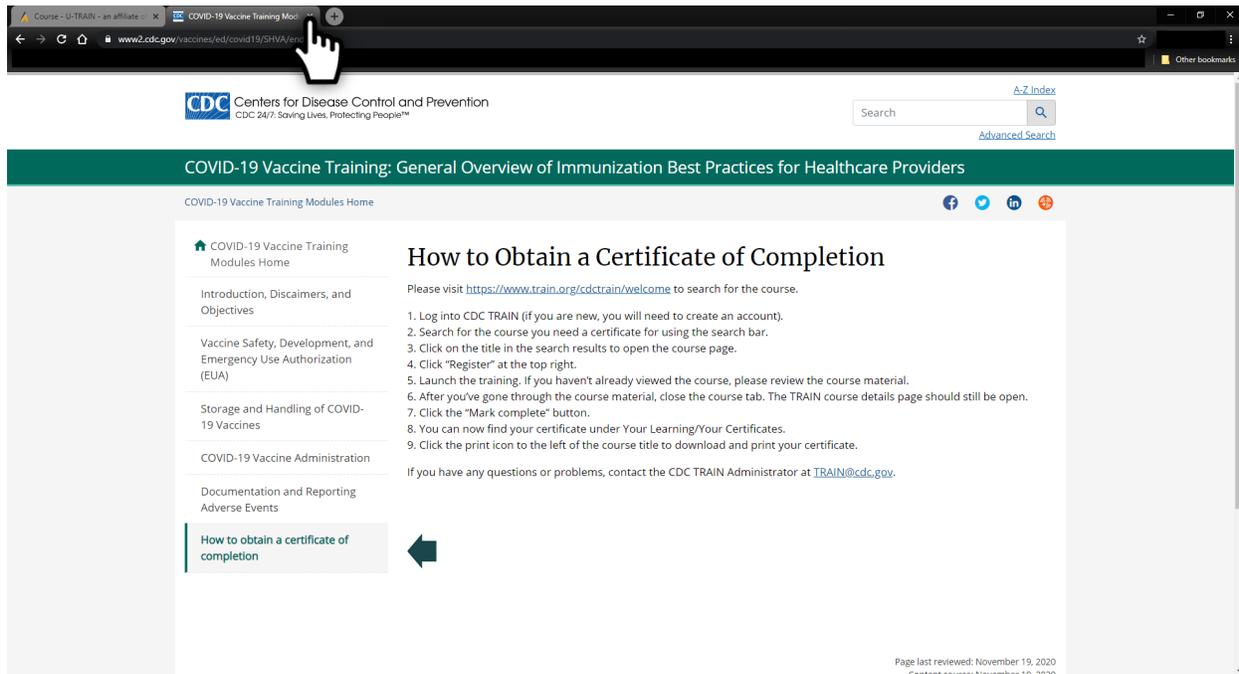


There are five sections (including the Introduction):

1. Introduction (approx. 2 slides).
2. Vaccine Safety, Development, and Emergency Use Authorization (EUA) (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.



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'.



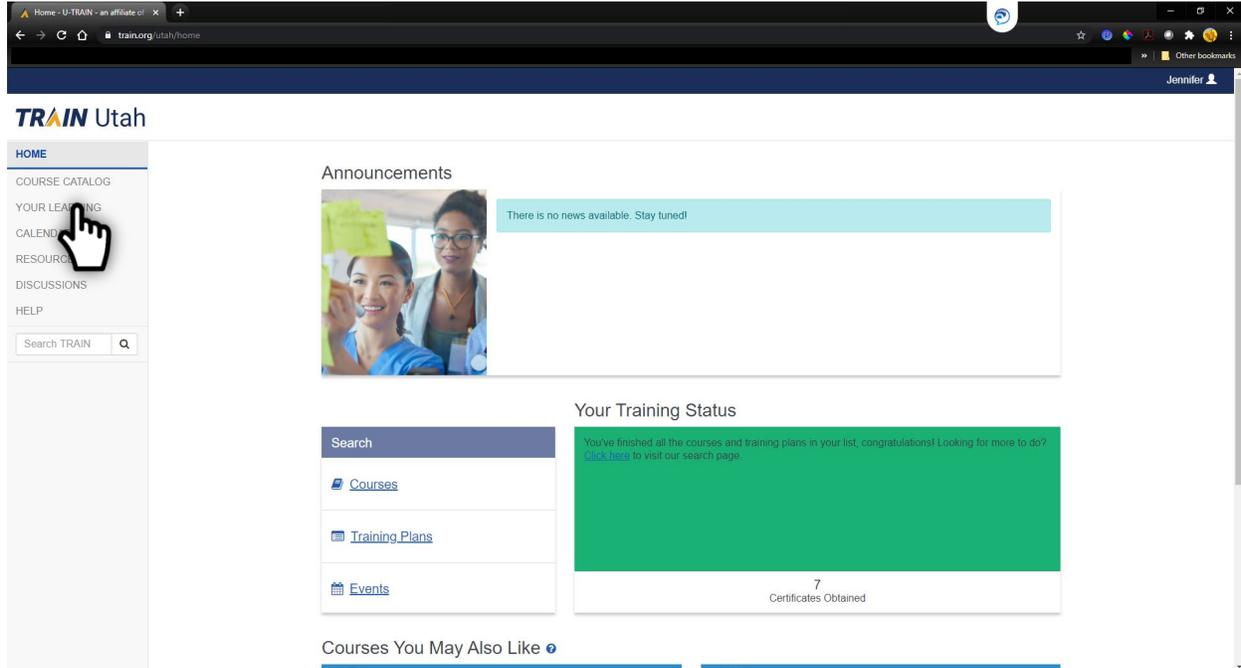
Once you have marked the training as complete, a new button will appear 'Print Certificate'. Click the 'Print Certificate' button to download/print the certificate of completion.

The screenshot shows a web browser window displaying the TRAIN Utah course page. The course title is "COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers". The page includes a navigation menu on the left with options like HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, and HELP. The main content area features a "Back" button, a "History" button, a "Launch" button, and a "Print Certificate" button. A hand cursor is pointing at the "Print Certificate" button. Below the buttons, there is a "Completed: Not Verified" status, a "Web-Based Training - Self-Study" label, and a "Skill Level: Introductory" label. A star rating of 4.7 is shown. The description states: "CDC has created a new, web-on-demand, self-paced module for healthcare providers who will be administering COVID-19 vaccine. This module will provide healthcare providers with information about COVID-19 vaccine, Emergency Use Authorization, and safety, as well as general information about vaccine storage, handling, administration, and reporting. No continuing education will be available for this module. A certificate of completion is available." Below the description are tabs for "About", "Contacts", "Reviews", "Discussion", and "Certificates". The "Details" section is expanded, showing "Organization: CDC NCIRD Immunization Services" and "Subject Areas: General Public Health, Infectious Diseases / Immunizations".

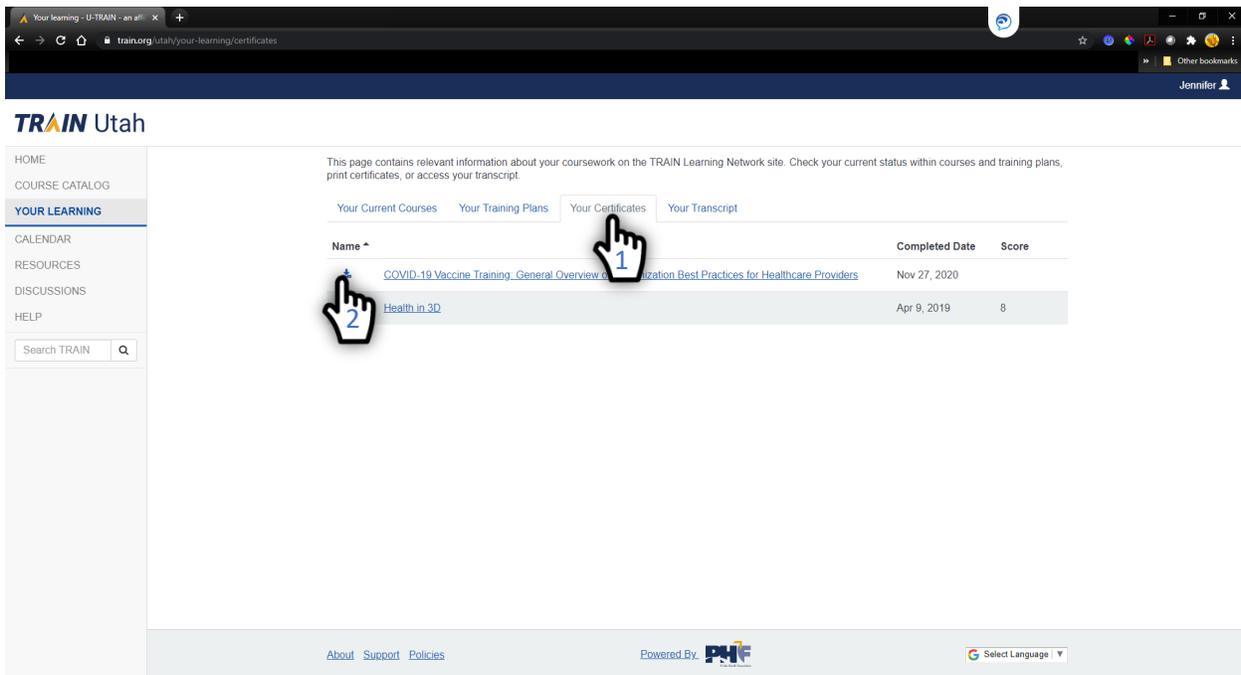


HELPFUL HINTS: LOCATING CERTIFICATE IN TRAINING PORTAL

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'.



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



Eligible certificates for training's successfully completed are made available in a pop up, select the certificate to download/print.

The screenshot shows the TRAIN Utah website interface. A pop-up window titled "History: COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers" is displayed in the center. The pop-up contains a table with the following data:

Completed Date	Score
Nov 27, 2020	

A hand cursor icon is positioned over the "Nov 27, 2020" entry in the table. In the background, the main website content is dimmed, showing a table with the following data:

Name	Completed Date	Score
COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers	Nov 27, 2020	
Health in...	Apr 9, 2019	8

The website footer includes links for "About", "Support", and "Policies", a "Powered By" logo for PHF, and a "Select Language" dropdown menu.

Useful Links

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.

USIIS Portal: 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.

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(801) 538-9450