

Beginning the Training:

1. Connect to <https://ky.train.org>
2. Log in or click "Create Account". If logging in skip to step 10.
3. Click on and read the information provided in each link then check "I agree" and hit "next"
4. Enter the appropriate information into boxes with red asterisk then hit "next"
5. Click on the applicable portal(s):
 - a. State Portal: Select State and Agency that apply to you, then hit "submit".
 - b. MRC Portal: Enter your region, state, then department which applies to you. When finished, hit "submit".
 - c. CDC Portal: Select you community, and if prompted, fill out the additional information required then hit "submit"
 - d. VHA Portal: Enter your affiliation then if prompted, fill out the next boxes and click "submit"
6. Once finished, click "next"
7. Check the box(es) that apply to your professional role then click "next"
8. Continue filling out the relevant information on the following pages.
9. If you have a FEMA Student ID Number enter it when prompted and select "next"
10. In the search box, enter your course ID
 - a. Nurses: 1058530
 - b. Other professions: 1056655
11. After reading the course details, go to the "Registration" tab and enter your credentials and select your credit type from CHES, CME, Registered Sanitarian, or "none" for other. For Nurses: select contact hours
12. When you are ready to take the course, select "launch" and navigate through the course

When Finished with Course:

1. For RS, KBN: Finish the post assessment and course evaluation at the end of the modules to receive your certificate through the TRAIN website.
 - a. To do this, return to the home page and go to "My Learning"
 - b. Click the course and then select the credit type and launch the assessment. Note: To find your certificate go to the home page and select "My Certificates".
2. For CME or CHES Credit:
 - a. Complete the course evaluation by going to the home page and selecting "My Learning" and clicking on the course.
 - b. Select the credit type and choose "completed" and start the evaluation.
 - c. Go to www.CECentral.com/getcredit
 - d. Enter code XES14164.
 - e. Login or register for a free account.
 - f. Complete the post-test to receive credit and you will be issued a printable certificate.
3. For "Other" or Student Credit:
 - a. To get your certificate through TRAIN:

- i. Once finished with the course modules, return to the homepage and go to “My Learning”
 - ii. Click on the course and select your credit type then launch the assessment.
 - iii. Finish both the assessment and the course evaluation to receive credit
- b. To get your certificate through CECentral:
 - i. Once the evaluation is complete on TRAIN, go to www.CECentral.com/getcredit
 - ii. Enter code XEs14164.
 - iii. Login or register for a free account.
 - iv. Select “Other” and complete the post-test to receive credit and a printable certificate.

Note: you can go back to the above website at any time to view your statement of credit and transcript.