

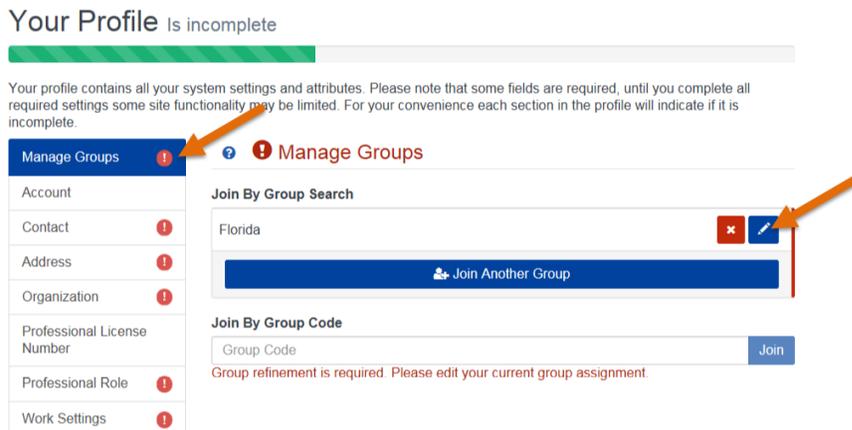
**Before You Begin:** Do you already have a TRAIN account? If yes, do not create another account. Contact the APD LMS Support Team at [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org) if you are not sure. Learners must have only one TRAIN Florida account. Learners with duplicate accounts will be blocked from accessing their TRAIN Florida accounts.

In order to display the Agency for Persons with Disabilities (APD) courses, you will first need to create your profile in TRAIN Florida. It is important that you set APD Providers as your selected group.

1. Go to <https://www.train.org/main/welcome> and sign into your account. If you do not yet have a TRAIN account, you will need to have your agency create one (if you are a staff member) or create an account if you are a non-APD provider. Visit the APD Training Portal for more instructions on TRAIN Florida account creation.
2. On your home page, click the profile icon  beside your name on the top right corner of the page, or you can click the **Your profile is incomplete** link.



3. On the **Your Profile** page, click **Manage Groups** and then do the following:
  - o Click the pencil icon.
  - o Click **APD Providers** and then select **your region**.
  - o Click **Confirm these selections**.
  - o Click **Confirm Group Selections**.
  - o Click **Save**.



# How to Find APD Courses on TRAIN Florida



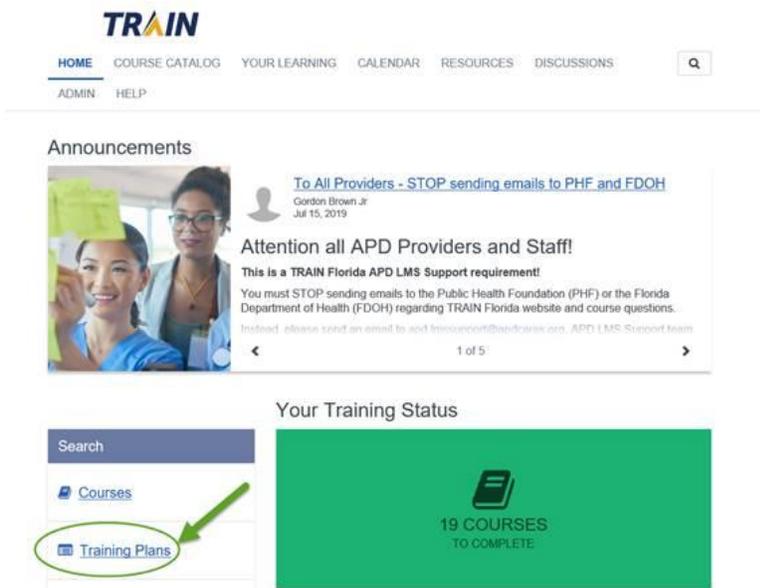
4. On the **Your Profile** page, complete all fields listed on the left menu (you must complete fields marked with an exclamation point  ).
5. Click **Save**.
6. Click **Logout**. You will then login with your information.

After you log in to your account:

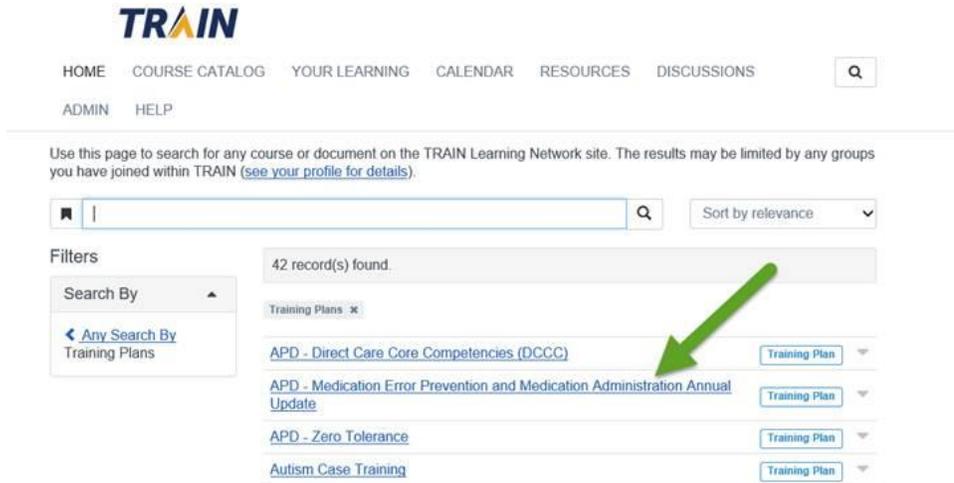
The following APD courses must be accessed through their respective training plans:

- Direct Care Core Competencies
- Medication Error Prevention and Medication Administration – Annual Update
- Zero Tolerance

1. Scroll down the home page to the **Search** column and click the **Training Plans** link.



2. Click the **course name** link.



**TRAIN**

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

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](#)).

Sort by relevance ▾

Filters

Search By ▾

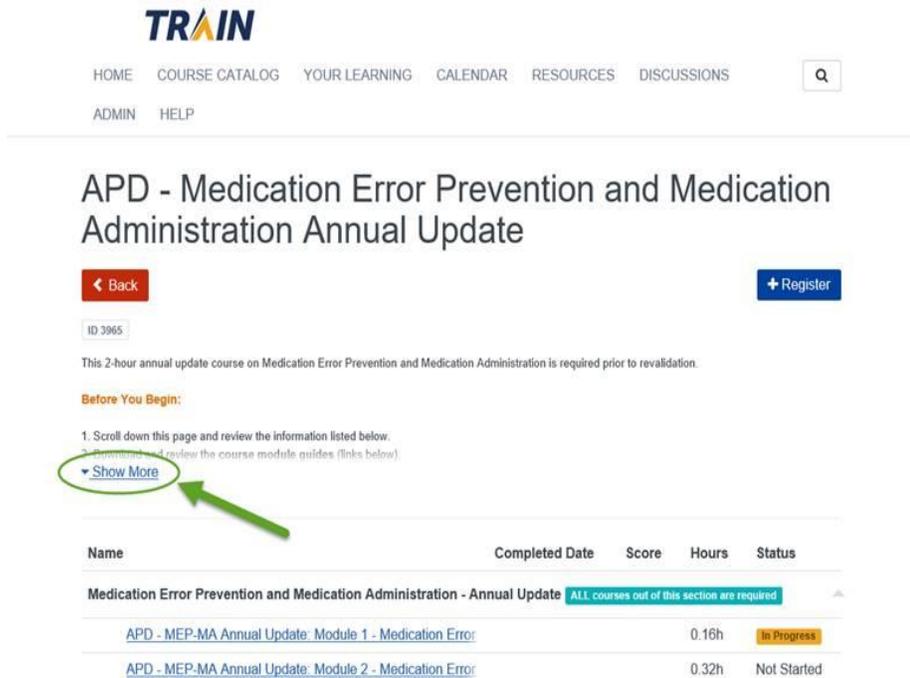
← Any Search By Training Plans

42 record(s) found.

Training Plans ✕

- [APD - Direct Care Core Competencies \(DCCC\)](#) Training Plan ▾
- [APD - Medication Error Prevention and Medication Administration Annual Update](#) Training Plan ▾
- [APD - Zero Tolerance](#) Training Plan ▾
- [Autism Case Training](#) Training Plan ▾

3. Click the **Show More** link and read the information provided; download the **Navigation/Instructions** guide (and follow the guide from this point forward).



**TRAIN**

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ADMIN HELP

## APD - Medication Error Prevention and Medication Administration Annual Update

[← Back](#) [+ Register](#)

ID 3965

This 2-hour annual update course on Medication Error Prevention and Medication Administration is required prior to revalidation.

**Before You Begin:**

1. Scroll down this page and review the information listed below.
2. Download and review the course module guides (links below).

[Show More](#)

Name	Completed Date	Score	Hours	Status
<b>Medication Error Prevention and Medication Administration - Annual Update</b> <span>ALL courses out of this section are required</span>				
<a href="#">APD - MEP-MA Annual Update: Module 1 - Medication Error</a>			0.16h	In Progress
<a href="#">APD - MEP-MA Annual Update: Module 2 - Medication Error</a>			0.32h	Not Started

**Note:** For additional information about APD courses and TRAIN Florida navigation, visit the [APD Training Portal](#).