

Department of Health Office of Immunization Clinical Immunization Webinars Instructions for Obtaining Continuing Education

The Washington (WA) State Department of Health (DOH) Office of Immunization has changed our process for obtaining continuing education credits. Webinar attendees are now required to create an account in <u>TRAIN.org</u> in order to instantly generate continuing education certificates or a certificate of completion. Please follow the steps outlined below to create and account and register for clinical immunization webinars.

Create an Account with TRAIN.org

- Go to TRAIN.org
- Select Create an Account
- You'll get a prompt to the register page--fill out the following information:
 - Login name
 - Password
 - Confirm Password
 - o Email Address
 - First Name
 - Last Name
 - o Zip Code



- Check the box to agree to all TRAIN policies
- Click on Create Account
- The HOME page will open, and a window will pop up informing you that your profile is incomplete



- Please complete your profile to be able to register for the trainings
 - o Click on Your profile is incomplete
 - Complete all profile sections with the highlighted green checkmark

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Instructions for Obtaining Continuing Education

- For Pharmacist/Pharmacy Tech Continuing Education Credits Only-- add a <u>second</u> Professional License Number to document your birth month and day (mm/dd):
 - Select Professional License Number from the left-hand menu

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• Click on + Add Another License Number

- Select License Type
- Select License Sub Type
- Enter month and date of birth (mm/dd) in the License Number field

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- When profile is complete, click the green **Save** button at the top of the screen.
- You are now ready to register for your courses!

Register For Courses and Access the Immunization Webinars

• When you have a TRAIN.org account, you can login and search for <u>WA-DOH-OI webinars</u>, and click on the webinar and click on Register.

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- If you miss the live webinar, the recording (placed on YouTube) will launch on a separate page. When you are done watching the video go back to the TRAIN.ORG page.
- After attending a live webinar or watching a recording, a Post-Assessment window will pop up. If you're ready to take the test, then click OK



- In the next window, Post Assessment page, click Start
- If you receive a passing score of 70% the course will show as **Passed**. Failed courses may be retaken until passed
- Once you have passed the test, click **Close** at top right
- You may choose to download and save a PDF copy of your certificate(s) for your records, but this is not required.
- On the TRAIN.org, click on **Certificate** in the upper right corner. A pop-up will indicate that you have a certificate to download.

Please email <u>immstraining@doh.wa.gov</u> for any questions.