CT Train Registration

Registration for this online training plan is conducted through *TRAINConnecticut* the on-line training website where training courses can be posted, participants can register, and training will be tracked!

If you have never registered using the Train website please follow directions below:

1. Log on to http://ct.train.org, via the Internet to set up your personal account. It is also on the DPH home page as a link on the left hand side of the page.
2. Click on the "**Create Account**" button in the left hand margin and complete the online registration form to set up your account. Once your account has been set up you are ready to register for the class. (There is no cost to set up your account.)

Follow the directions below to register for the online Training Plan.

If you already have a personal account in Train (meaning you have previously registered for a training class using the Train website) please log into your account and follow the directions below:

How to View the 2012 Fit Testing PowerPoint Presentation

1. **Log on to http://ct.train.org, via the Internet.**

2. **Click on "Course Search" (top of page)**

3. Click on Search by Course ID

4. Type in course ID 1040279 into the search box and hit **"Search"**
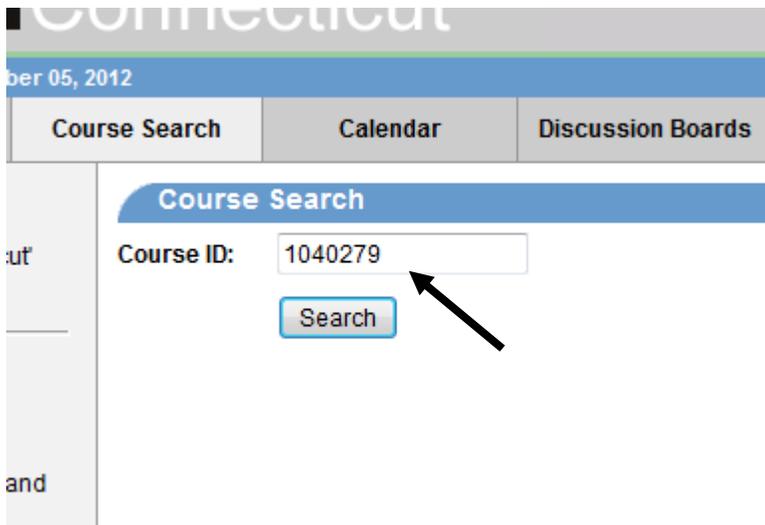
5. Click on **"Fit Testing PowerPoint Presentation 2012"** link.
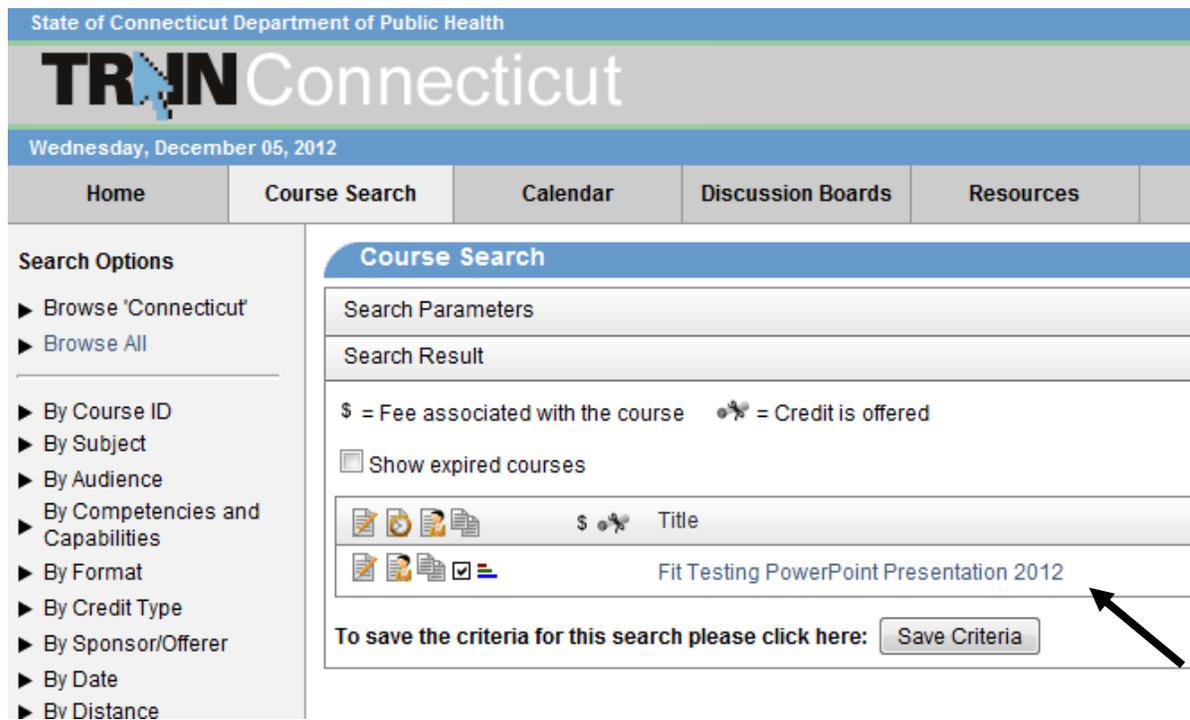
6. Click on the **"Registration"** tab

7. Click **"LAUNCH"** and this will launch the PowerPoint presentation that Rich Melchreit has narrated for you.

8. Please watch and listen to the whole presentation (which will launch in Windows Media Player). You may need to take notes because there will be a posttest!!

9. After the presentation has finished hit the **"X"** in the right corner of the screen to exit the presentation.
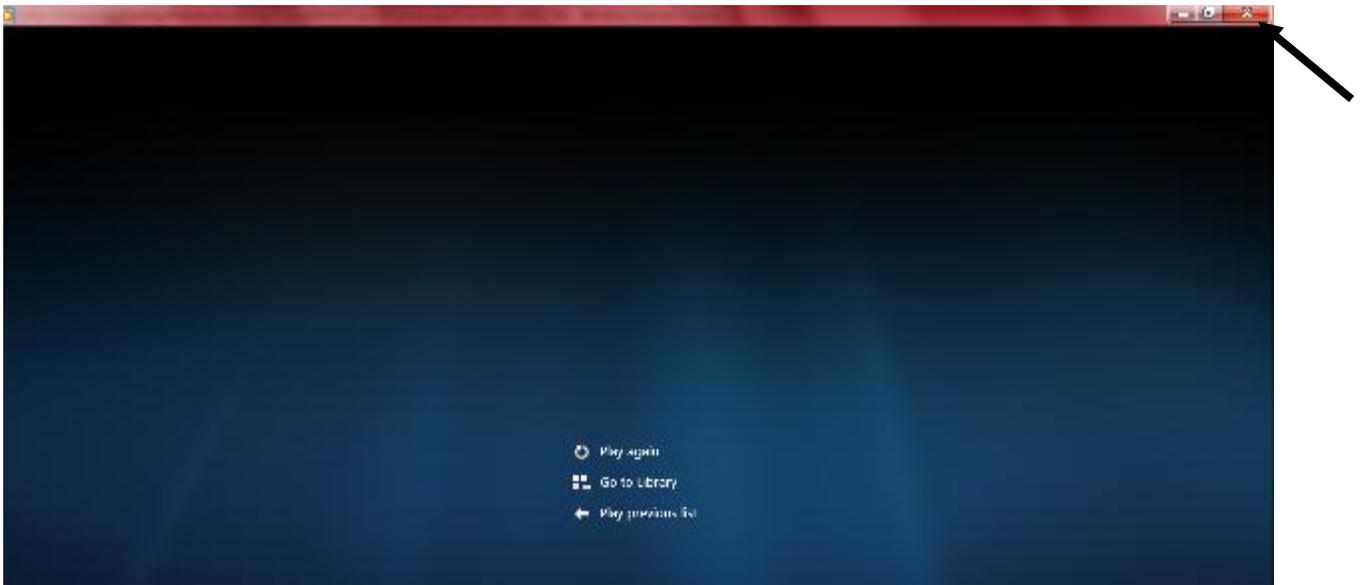
10. This will bring you to an open internet browser. Just click the **"X"** in the right corner as well to exit the screen.
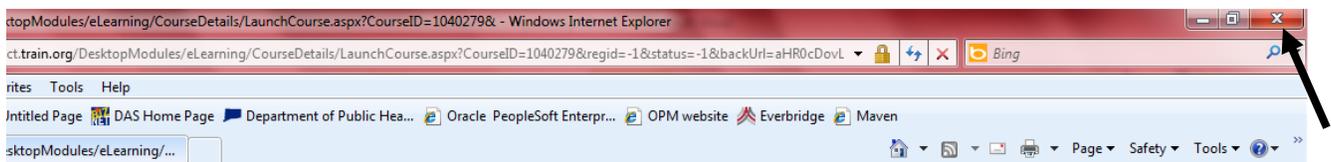
11. When you reach this screen, click on the **"Home"** tab at the top of the TrainConnecticut screen. This will bring you back to the main screen to take the assessment.
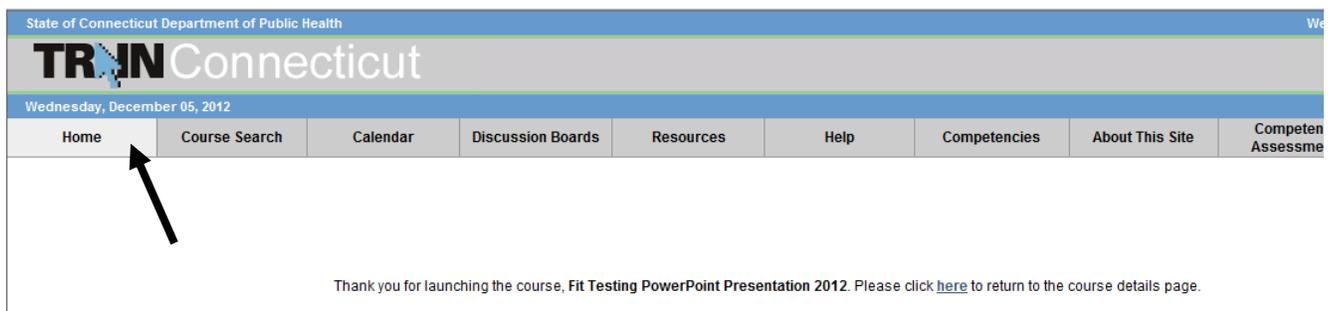
12. On the Home page go to the right of the screen where it says **"My Learning Record"** that is located under the DPH logo. Click on **"My Learning."**
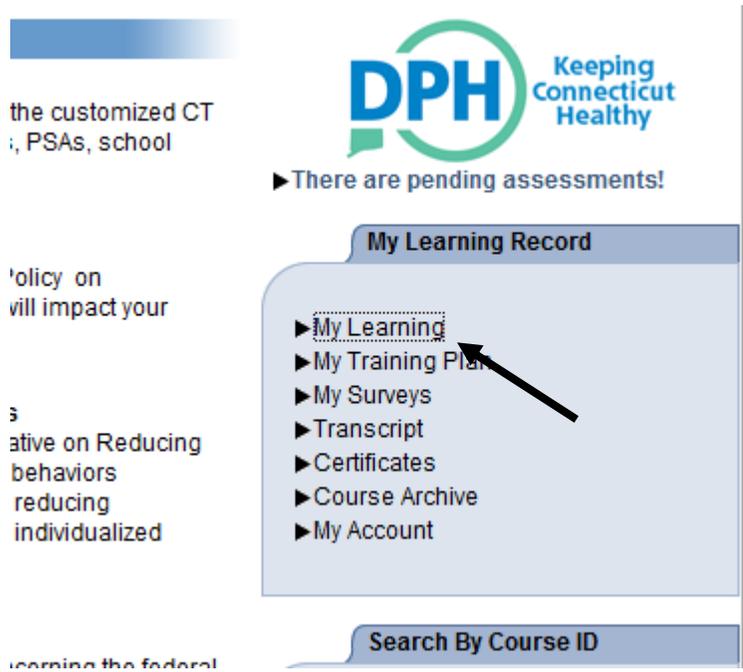
13. This will bring you to your learning page. You will see the course Fit Testing PowerPoint Presentation 2012 and it will say "in progress" after it. Please click on the boxed **"M"** located on the same line as the Fit Testing PowerPoint Presentation 2012.

se title to access to course details.
tration status to launch the course or to launch it's Assessment/Evaluation

set a course as completed, archived, withdraw from a course or change credit type please click on [M]

add scheduled session to your personal calendar please click on ▦

Title	Status	Manage
Fit Testing PowerPoint Presentation 2012	In Progress	M
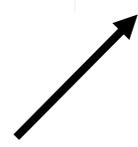
14. You are now in the course registration management screen, click on the button marked **"Completed"** to complete the course.

15. This dialog box will appear, please click **"OK"** only if you are sure you have completed and viewed the course.

16. You're almost done! Before completing the course you must complete the assessment. Please click on the **"Assessment"** button to launch the post test.

Course Search	Calendar	Discussion Boards	Resources	

Course Registration Management

Fit Testing PowerPoint Presentation 2012

Registration Status: Post-Assessment Pending

Before completing the course you must complete the assessment.
To start the assessment immediately click [Assessment]

[Back]
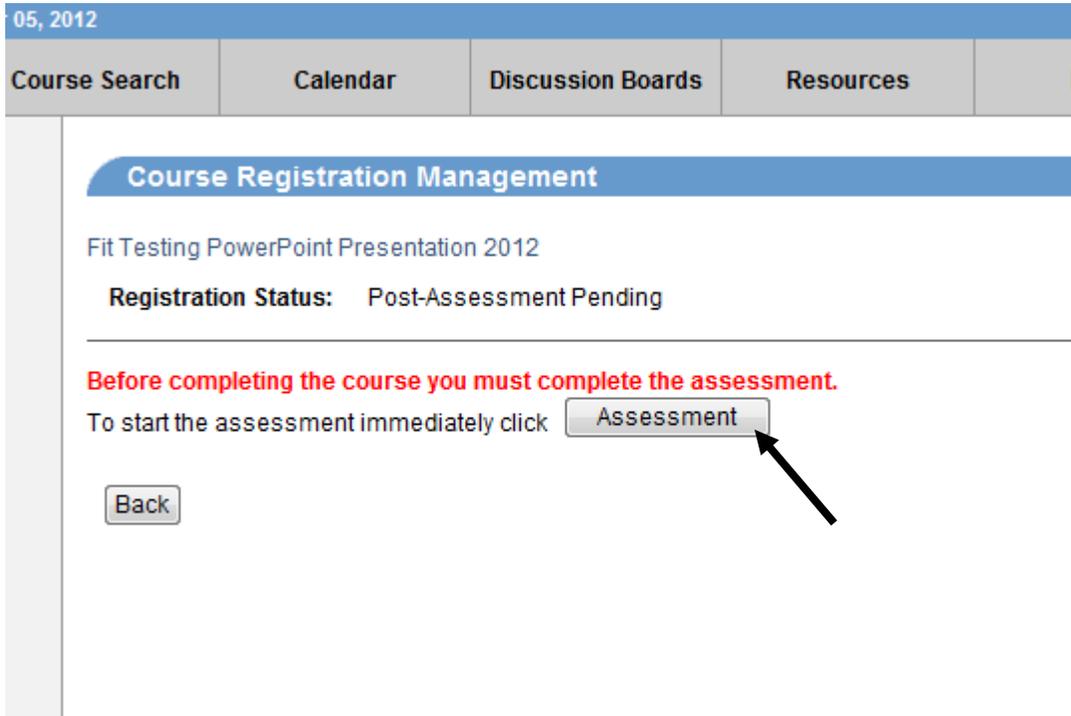
17. A new window will open, please click on **"Start Assessment"**

File   Edit   View   Favorites   Tools   Help

⭐ Favorites | 👍 🅔 Untitled Page 🅜 DAS Home Page 🚩 Department of Public He

🅔 PHF-TRAIN powered by KMi's eLMS - Start Asses...

Fit Testing Post Test

Time limit: 01:00:00 (60 minutes)

Click 'Start Assessment' button to start the assessment.

(533)

[Start Assessment]
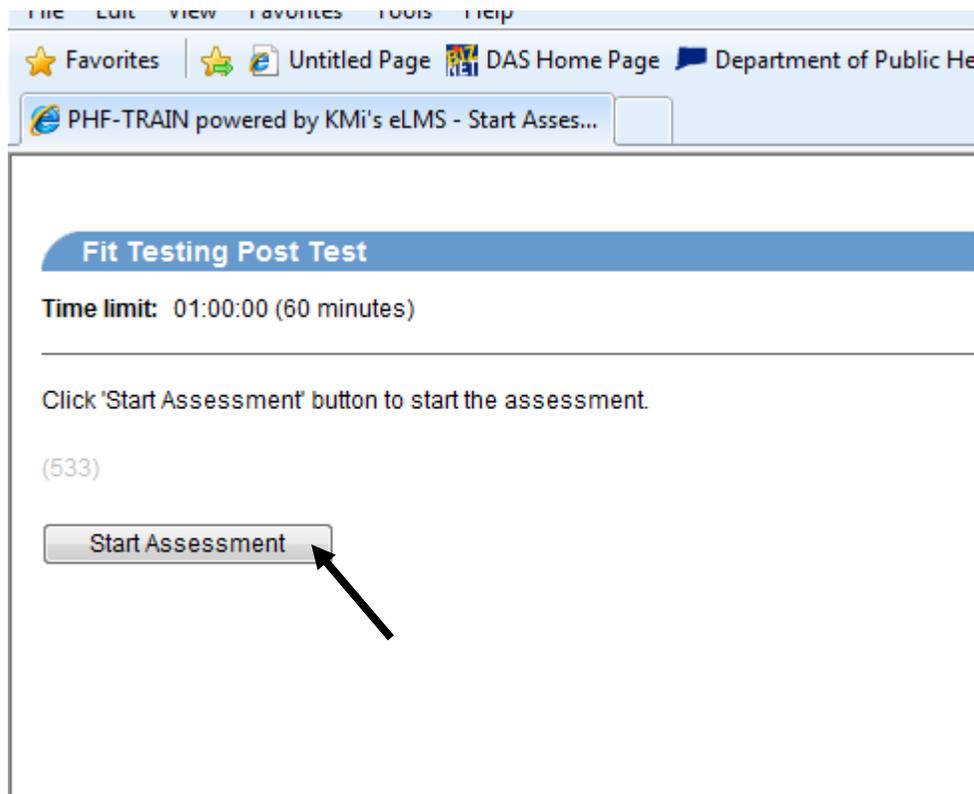
18. The post test will start. Please carefully read each question and all corresponding answers. Some questions have more than one answer. When you have chosen the right answer(s) for the questions, please hit **"Next"** button at the left side of the screen to move through the

questions. If you would like to go back and review the questions or change an answer, please hit the **"Back"** button.

Back Next

19. When you have finished answering all the questions your score will appear on the screen. A score of 70 is passing. Once you have passed the course, please click the **"Close"** button. Your fit testing online assessment is complete.

20. Don't forget to register for the sessions to have your mask fitted! Emails will be arriving for the "donning of the masks" shortly!

***If you have any issues viewing the course, please call me Alessandra Litro at 860-509-7902 or send me an email at alessandra.litro@ct.gov