

# TRAIN Course Provider Education – Part 1

OEMS / 5/19/2021



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## Agenda

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- If you want to be a Course Provider Organization
- How to request a Course Provider Role
- Add a SCORM Course
- ADDIE Model for Course Creation

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## Part 2 of this training

- <https://www.train.org/main/course/1097854/>

### GA OEMS - TRAIN Course Provider Education - Part 2 - Evaluations and Assessments

[< Back](#)

[Register User](#)
[+ Register](#)
[Save For Later](#)



[Web-Based Training - Self-Study](#)

ID 1097854
Skill Level: Introductory
0.75h

☆☆☆☆☆

This is Part 2 of the TRAIN Course Provider Education for the Georgia Office of EMS and Trauma. This course will review the ADDIE model for course design, and will give an introduction to creating evaluations and assessments inside of TRAIN using the new interface.

Completion of this course provides 0.75 hours of EMS Instructor CE for Georgia.

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## Terms

- **TRAIN Georgia Course Provider**
  - Persons designated with creating or adapting, posting, managing, maintaining, and/or delivering training content in their area of responsibility via TRAIN Georgia.
- **TRAIN Georgia Course Provider Organization**
  - An organization (EMS Agency, EMS Initial Education Program, Hospital, etc) that desires to publish courses on TRAIN Georgia.

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## What entities can be a TRAIN Course Provider Organization?

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- Any Georgia Licensed EMS Agency in good standing
- Any Georgia Designated EMS Initial Education Program in good standing
- Any State of Georgia agency that has a current MOU with the Georgia Department of Public Health or completes the TRAIN Course Provider Organization Agreement
- Other stakeholders are approved on a case-by-case basis, and must agree to support the Vision and Mission of the Georgia Department of Public Health and the Georgia Office of EMS and Trauma

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## If you are not an organization that is current listed in the Georgia Office of EMS and Trauma License Management System:

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- You must Email the following to [train-georgia@dph.ga.gov](mailto:train-georgia@dph.ga.gov)
  - Subject: Course Provider Organization Request
  - Body of Email:
    - ❑ Full Name of Course Provider Organization
    - ❑ Short Name of Course Provider Organization - Typically an acronym or shorthand of the organization name. This will be used in cases where space is limited.
    - ❑ Website of the Course Provider Organization
    - ❑ Primary Email of the Course Provider Organization
    - ❑ Primary Phone of the Course Provider Organization
    - ❑ Description of the Courses you will be offering on TRAIN Georgia
- You must create an account in the Georgia OEMS License Management System (see instructions here: <https://dph.georgia.gov/EMS/license-management-system>)
  - If you already have an account, please do NOT create a new one.
- You will be emailed when it is time for you to complete the steps on the next slide.

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## If you are already an EMS Agency, EMS Initial Education Program, Hospital or TRAIN Course Provider Organization with an account in the Georgia License Management System:

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- You must complete the TRAIN Course Provider Organization Agreement in LMS
  - The Authorized Agent (EMS Agency), Program Director (EMS Initial Education Program), or the TRAIN Course Provider Organization Authorized Agent must Login to LMS ([www.mygemsis.org/lms](http://www.mygemsis.org/lms))
  - Click on **Applications**, and then click on the organization that you want to request a TRAIN Georgia Course Provider Organization
  - Find the application entitled **TRAIN Course Provider Organization Agreement** and click **Apply Now**
  - Follow the instructions on the application

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Imagetrend Test 3 (New) (EMS2019006)	
Ground Ambulance, Air Ambulance -- Issued: 11/13/2019 -- Expires: 05/31/2021	
Applications	Action
<b>Rule Non-Compliance Action Plan Submission</b> This is the application where an EMS agency will submit its action plan if they have been notified of Rule/Reg/Law non-compliance.	<a href="#">Apply Now</a>
<b>Add an Authorized Agent</b> This is the application that you will need to use to add an authorized agent to a service. Authorized agents are the only agency representative that can submit applications for an agency. To remove an Authorized Agent, go to Agencies on the Left, then Personnel, find the Authorized Agent that you are trying to remove, click the button next to their name, and then use the dropdown menu at the bottom to select to remove the selected user, and then click Go.	<a href="#">Apply Now</a>
<b>Update Agency Demographics</b> This is the form where you can update agency demographics, such as address, website, etc. For the initial agency updates for 2019, this is Step 1.	<a href="#">Apply Now</a>
<b>Update or Remove Agency Vehicles</b> This is the form that you will use to update your vehicles or remove vehicles from your license. Before you use this form, please make sure that the locations for the agency are correct. If you will be swapping vehicles off of your license and then adding new ones, do NOT use this application.	<a href="#">Apply Now</a>
<b>EMS Agency - Order Voucher Codes</b> This is the application where EMS agencies can purchase voucher codes for new medic licenses. Voucher codes are NOT able to be used on renewal applications.	<a href="#">Apply Now</a>
<b>TRAIN Course Provider Organization Agreement</b> This is the TRAIN Course Provider Organization Agreement application. This is also the application that you can use to add additional personnel to the roster that your agency or program is approving to be Course Providers inside of TRAIN.	<a href="#">Apply Now</a>

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Agency Demographics and Introduction	List Course Providers	Attestation
<b>▼ Agency/Program</b>		
Agency/Program Name (this will be the name of the Course Provider Organization in TRAIN Georgia) <input type="text" value="Imagetrend Test 3 (New)"/>		
Please complete the following questions so that the Course Provider Organization on TRAIN Georgia can be created.		
*Short Name of TRAIN Georgia Course Provider Organization - Typically an acronym or shorthand of the organization name. This will be used in cases where space is limited. <input type="text"/>		
*Primary Email of the TRAIN Georgia Course Provider Organization <input type="text"/>		
*Primary Phone of the TRAIN Georgia Course Provider Organization <input type="text"/>		
*Website of the TRAIN Georgia Course Provider Organization <input type="text"/>		
*Will you charge for any courses offered on TRAIN Georgia <input type="text" value="Select Will you charge for any courses offered on TRAIN Georgia"/>		

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#### ▼ Introduction

TRAIN Georgia is the Georgia Department of Public Health's (DPH) external learning management system offering public health programs, hospitals, EMS Agencies, and EMS Initial Education Programs, and other partners a tool to manage learning opportunities that can be easily accessed by state and local agencies, medics, and other public safety and health professionals. TRAIN Georgia and supporting resources including hardware, software and personnel are funded through state and federal sources.

TRAIN Georgia is offered to partners and their audiences at no cost. TRAIN Georgia will not receive any money or other benefit from any courses listed on TRAIN Georgia. All courses and content remain the intellectual property of the Course Provider and do not belong to the Georgia Department of Public Health, TRAIN Georgia, or the Georgia Office of EMS (OEMS).

#### ▼ OEMS Webpace Hosted Courses

OEMS may choose to provide webpace for posting of some SCORM courses to TRAIN Georgia if requested by the Course Provider Organization. This is on a case-by-case basis as mutually agreed upon. If OEMS chooses to provide webpace for a Course Provider Organization for a given course, then OEMS will:

- Provide appropriate attribution to the respective Course Provider Organization;
- Make no edits to the course unless mutually agreed upon;
- Not make use of the content for commercial purposes;
- Acknowledge that the Course Provider Organization has no responsibility to update the Course or its content.

The Course Provider Organization requesting for OEMS to provide webpace for posting of a SCORM course agrees to the following:

- The Georgia Office of EMS and Trauma (OEMS) is granted a no-cost, non-exclusive license to use the courses on TRAIN Georgia for non-commercial purposes. The license shall remain in perpetuity unless the respective Course Provider Organization provides written notice to OEMS that the course must be removed;
- The Course Provider Organization is making no representations and/or warranties with respect to the content of the course, including, but not limited to, any implied warranties of merchantability and fitness for a particular purpose; and
- The Course Provider Organization will notify OEMS in writing if the course content is found to be outdated or if the Course Provider Organization desires for the course to be removed.

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#### ▼ Course Provider Requirements

Course providers that list and manage courses, learners, or other learning content on TRAIN Georgia must annually review their courses, users, assessments, and other content and confirm that they will adhere to the TRAIN Georgia Rules of Behavior.

#### ▼ TRAIN Georgia Rules of Behavior

Course Providers (individuals approved to list and manage their courses or other learning content on TRAIN Georgia) are responsible for entering and maintaining the information until the content expires or is no longer relevant. DPH staff review and approve content before it is made visible to learners. The TRAIN Georgia team reserves the right to edit information including course details (e.g., course duration, description, subject areas, audiences, sponsor, etc.) for clarity and overall consistency with TRAIN Georgia submission requirements. However, no modifications to course content will be made by DPH staff.

#### ▼ Special Considerations/Personally Identifying Information (PII)

Georgia programs and partners approved to list and manage courses or other learning content on TRAIN Georgia may have access to Personally Identifiable Information (PII) (e.g. first name, middle name, last name, street address, e-mail, telephone, mobile, fax, pager, or equivalent fields) of learners. PII must not be shared or distributed and your program must ensure PII is protected and managed accordingly.

Additional information about PII and how to protect it can be found in the Public Health Foundation's Privacy Policy <https://www.train.org/main/admin/help/policies>. Programs that do not ensure the adequate protection of PII will be not be allowed to list content and retrieve data from TRAIN Georgia.

→ Save and Continue

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Agency Demographics and Introduction
List Course Providers
Attestation

List TRAIN Course Providers

Please list the personnel at your agency who need to be listed as TRAIN Course Providers and who will have access to TRAIN Georgia for your Course Provider Organization to edit and post courses on TRAIN Georgia.  
To add an additional person, click **Add Another**.

\*User to add (search by name, email address, OEMS ID, or medic license number)

\*Position

☒ TRAIN Course Provider

**Remove**

**Add Another**

**Save and Continue**

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TRAIN Course Provider Organization Agreement

Agency Demographics and Introduction
List Course Providers
Attestation

List TRAIN Course Providers

Please list the personnel at your agency who need to be listed as TRAIN Course Providers and who will have access to TRAIN Georgia for your Course Provider Organization to edit and post courses on TRAIN Georgia.  
To add an additional person, click **Add Another**.

\*User to add (search by name, email address, OEMS ID, or medic license number)

demomaternal demomaternal (GA-2021-1056)  
DavidFake FAKEFAKE (P031081)  
FAKEFAKE FAKEFAKE (COMPACTFAKE)  
DavidFAKE FAKEFAKEFAKE (FAKEFAKEFAKE12)  
Fake Johnson (GA-2021-2068)  
MaciFAKE Joiner (GA-2021-2098)

**Add Another**

**Save and Continue**

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Agency Demographics and Introduction	List Course Providers	Attestation
<p><b>▼ Attestation Statement</b></p> <p>As the Authorized Agent (if an EMS Agency), the Program Director (if an EMS Initial Education Program), or the TRAIN Course Provider Organization Authorized Agent (if a continuing education location), I hereby agree to the following for our Agency/Program for ALL TRAIN Course Providers listed on this roster. I/We Will:</p> <ol style="list-style-type: none"> <li>1. Ensure all content is approved according to your Agency's policy for externally available web content. Nationally/externally visible content should comply with Section 508 accessibility standards. <a href="https://www.section508.gov/">https://www.section508.gov/</a></li> <li>2. Adhere to the Special Considerations outlined in this agreement regarding the protection of Personally Identifiable Information (PII).</li> <li>3. Read and abide by the Public Health Foundation's TRAIN Policies <a href="https://www.train.org/main/admin/help/policies">https://www.train.org/main/admin/help/policies</a></li> <li>4. Review the TRAIN tutorials available on the Admin page of their TRAIN Georgia account. <a href="https://www.train.org/admintutorials/">https://www.train.org/admintutorials/</a></li> <li>5. Ensure course information such as course links and contacts are accurate and the course launches and plays correctly.</li> <li>6. Ensure the required information is entered into the Course Wizard including the items below. Tutorials are available to assist Course Providers in the Course Wizard.             <ol style="list-style-type: none"> <li>1. Naming Convention for Course Title, Assessments, Evaluations, Certificates – must follow this naming convention:                 <ol style="list-style-type: none"> <li>1. The Organization Prefix in front of the course title</li> <li>2. <b>Do not</b> list the course date (or fiscal year) in the title.</li> <li>3. <b>Do</b> list the edition of the course if 2nd edition or beyond</li> </ol> </li> <li>2. Course Duration                 <ol style="list-style-type: none"> <li>1. For EMS CE, the topical hours must be included in the course description and must total up to the course duration.</li> </ol> </li> <li>3. Course Description</li> <li>4. SMART Learning Objectives</li> <li>5. Continuing Education (CE) accreditation statements and directions for obtaining CE (if applicable).                 <ol style="list-style-type: none"> <li>1. Course Providers for EMS CE must be approved as a CE provider on the Georgia Office of EMS (OEMS) License Management System (LMS)</li> <li>2. Course Providers for EMS CE who submit all required information in the respective TRAIN Course Wizard will not be required to submit the course in the OEMS LMS system as well. Required information includes:                     <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Detailed Course Description</li> <li>3. Topical Hours (based on Topics list in LMS)</li> </ol> </li> </ol> </li> </ol> </li> </ol>		

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OEMS Vision and Mission.

- **DPH Vision:** A Healthy and Safe Georgia.
- **DPH Mission:** Prevent disease, injury and disability; Promote health & well-being; Prepare for & respond to disasters
- **OEMS Vision:** A Healthy and Safe Georgia – exceptional patient outcomes through comprehensive, statewide, integrated, data-driven, equitable, and people-centered Emergency Medical Services and time-sensitive systems of care.
- **OEMS Mission:** The mission of the Georgia Office of EMS and Trauma is to reduce death and disability by providing regulation, guidance, and leadership to enable the assessment, planning, development, and promotion of statewide Emergency Medical Services and time-sensitive systems of care.

\*Do you agree with the Attestation Statement Above and agree that every TRAIN Course Provider at your organization will follow the guidelines in this application at all times?

☒ Yes

☐ No

\*Does your organization agree to support the DPH Vision and Mission and agree that all of the content placed on TRAIN Georgia will support the Vision and Mission of Georgia DPH?

☒ Yes

☐ No

\*Does your organization agree to support the OEMS Vision and Mission and agree that all of the content placed on TRAIN Georgia will support the Vision and Mission of Georgia OEMS?

☒ Yes

☐ No

\*Attestation Signature

Username: DNewton

Password:

☒ Submit

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## Renewal and Adding Personnel as Course Providers

- The TRAIN Course Provider Organization Agreement must be renewed annually
- To add personnel as Course Providers, you must complete the same form

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To Review the Course Provider Organization Agreement Ahead of Time

<https://dph.georgia.gov/EMS/train/train-course-provider>

### TRAIN Georgia Course Provider Organization Information

**TRAIN Course Provider Organizations** are organizations (EMS Agency, EMS Initial Education Program, Hospital, etc) that desires to publish courses on TRAIN Georgia.

**TRAIN Course Providers** are persons (at a Course Provider Organization) designated with creating or adapting, posting, managing, maintaining, and/or delivering training content in their area of responsibility via TRAIN Georgia.

TRAIN Course Provider Information	▼
OEMS Webspace Hosted Courses	▼
Course Provider Requirements	▼
TRAIN Georgia Rules of Behavior	▼
Special Considerations/Personally-Identifying Information (PII)	▼
Attestation Statement (will be on LMS application)	▼
Who can become a TRAIN Georgia Course Provider Organization	▼
How to become a TRAIN Georgia Course Provider Organization	▼
How to request Course Provider Status	▼

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## How to request Course Provider Role

- Complete the steps in LMS FIRST! (previous slides = **TRAIN Course Provider Organization Agreement** application)
- Once approved in LMS, then each person you would like to have Course Provider status needs to come to TRAIN.org and follow the steps on the upcoming slides
  - Must have TRAIN Georgia Account first - see steps here for how to create an account: <https://dph.georgia.gov/media/65536/download>
  - Link found here: <https://dph.georgia.gov/EMS/train>

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David

**TRAIN Georgia**

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS HELP

**Announcements**

[Need to take the HEADS UP to Youth Sports Concussion course?](#)

Are you are trying to create an account for the HEADS UP to Youth Sports training for coaches, parents, athletic trainers, or others?

Please use the [Create an Account for HEADS UP Courses document](#) for guidance. This will walk you through creating an account and accessing the correct course.

Notice: the system used to offer the course in previous years is no longer in service. The course has moved to CDC TRAIN as of 3/1/2020. *You will need to create a new account if you have not taken the course since March 1, 2020.*

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David

[HOME](#)
[COURSE CATALOG](#)
[YOUR LEARNING](#)
[CALENDAR](#)
[RESOURCES](#)
[DISCUSSIONS](#)
[HELP](#)

[Your Profile](#)
[Log Out, DAVID](#)

## Announcements

### [Need to take the HEADS UP to Youth Sports Concussion course?](#)

Are you are trying to create an account for the HEADS UP to Youth Sports training for coaches, parents, athletic trainers, or others?

Please use the [Create an Account for HEADS UP Courses document](#) for guidance. This will walk you through creating an account and accessing the correct course.

Notice: the system used to offer the course in previous years is no longer in service. The course has moved to CDC TRAIN as of 3/1/2020. *You will need to create a new account if you have not taken the course since March 1, 2020.*

[www.train.org/georgia/edit/account](http://www.train.org/georgia/edit/account)

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Close

Save

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Georgia OEMS ID Number

NREMT Certification Number

Professional Role

Work Settings

Demographic Information

Manage Groups

Join By Group Search

National/CDC

×

✎

↓ Preparedness & Emergency Response

National/Georgia

×

✎

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/Current or Future Georgia EMS Instructor or Instructor/Coordinator

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/Current or Future Georgia Licensed EMS Provider (EMT, EMT-I, AEMT, CT, Paramedic)

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT A CURRENT OR FUTURE GEORGIA CERTIFIED FIREFIGHTER

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT A CURRENT OR FUTURE GEORGIA CERTIFIED PEACE OFFICER

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT A GEORGIA EMS STUDENT

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT A MEMBER OF A REGIONAL OR STATEWIDE EMS COUNCIL OR COMMITTEE

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT AFFILIATED WITH A SPECIALTY CARE CENTER

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT AFFILIATED WITH AN EMS AGENCY

↓ Georgia EMS / Peace Officer / Firefighter / Specialty Care Center/NOT

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Close

Save

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups
Account
Contact
Address
Organization
Professional License Number
Georgia OEMS ID Number
NREMT Certification Number
Professional Role
Work Settings

## Account

(Fields marked below are required)

**Email**

**I would like to allow TRAIN Georgia to send me notifications via email**  
☒ Yes ☐ No

**I would like to receive annual notifications to keep my account up to date**  
☐ Yes ☒ No

**First Name**  
 David

**Login Name**

**Middle Name**

Reset Password

**Last Name**  
 Newton

**Course Provider**  
Request Role

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Close

Save

## Course Provider

(Fields marked below are required)

Please review the content listing requirements and complete the form below. Your request will be reviewed.

- Content must be designed for the continuing education and training of professionals who protect the public's health and be consistent with the target audiences in the TRAIN Learning Network. Consumer-oriented health education and materials are not permitted.
- Content must be designed to build knowledge, skills, or competence in one or more of the subject areas of the TRAIN Learning Network.
- Content must be designed for instructional - not reference - use by learners or trainers. Content must be delivered in formats consistent with those on the TRAIN Learning Network.

☐ I have reviewed the content listing requirements.

**What public health-related topics will be covered in your content?**  
 e.g., subject areas, competencies

**What audiences does the majority of your content serve?**  
 e.g., nurses, administrators, epidemiologists

**Is your organization accredited to provide training related to these topics or audiences?**  
 Choose

**Does any of your public health-related content offer continuing education credits?**  
 Choose

**Will there be fees charged for any of your content?**  
 Choose

**Additional information you wish to provide**

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Enter the Course Provider Organization(s) that you are requesting to be affiliated with. You MUST be listed as a TRAIN Course Provider



Cancel
Save

### Course Provider

(Fields marked below are required)

Please review the content listing requirements and complete the form below. Your request will be reviewed.

1. Content must be designed for the continuing education and training of professionals who protect the public's health and be consistent with the target audiences in the TRAIN Learning Network. Consumer-oriented health education and materials are not permitted.
2. Content must be designed to build knowledge, skills, or competence in one or more of the subject areas of the TRAIN Learning Network.
3. Content must be designed for instructional - not reference - use by learners or trainers. Content must be delivered in formats consistent with those on the TRAIN Learning Network.

☐ I have reviewed the content listing requirements.

What public health-related topics will be covered in your content?

EMS

What audiences does the majority of your content serve?

EMS Personnel

Is your organization accredited to provide training related to these topics or audiences?

Yes Georgia Office of EMS and Trauma

Does any of your public health-related content offer continuing education credits?

Yes CEU

Will there be fees charged for any of your content?

No

Additional information you wish to provide

ABC Ambulance Service

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Close
Save

## Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups
Account
Contact
Address
Organization
Professional License Number
Georgia OEMS ID Number
NREMT Certification Number
Professional Role
Work Settings

### Account

(Fields marked below are required)

Email

[Redacted]

I would like to allow TRAIN Georgia to send me notifications via email

☒ Yes ☐ No

I would like to receive annual notifications to keep my account up to date

☐ Yes ☒ No

First Name
David

Login Name
[Redacted]

Middle Name
[Redacted]

Reset Password

Course Provider Pending

Edit Request

Last Name
Newton

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## Once we approve your registration

Dear David Newton:

Congratulations! On behalf of the Public Health Foundation (PHF), we are pleased to welcome you and your organization to the TRAIN Learning Network. Now that you are approved to list courses on TRAIN, you have access to:

- Learner management
- Course reporting
- Course assessments and evaluations
- Certificate creation and delivery
- Offer continuing education
- Learner feedback

To get the most from TRAIN, access our [tutorials page](#) and review your content regularly.

Visit [www.train.org/cdctrain/](http://www.train.org/cdctrain/) to get started today!

TRAIN Team  
CDC TRAIN

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Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	<b>Account</b> <span>(Fields marked below are required)</span>	
<b>Account</b>	<b>Email</b>	
Contact	<input type="text" value=""/>	
Address	<b>I would like to allow TRAIN Georgia to send me notifications via email</b>	
Organization	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Professional License Number	<div>As a Course Provider you can't opt out from receiving emails.</div>	
Georgia OEMS ID Number	<b>I would like to receive annual notifications to keep my account up to date</b>	
NREMT Certification Number	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Professional Role	<b>First Name</b>	<b>Login Name</b>
Work Settings	<input type="text" value="David"/>	<input type="text" value=""/>
Demographic Information	<b>Middle Name</b>	<input type="text" value=""/>
	<b>Last Name</b>	<input type="text" value="Newton"/>
		<input type="button" value="Reset Password"/>
		<b>Course Provider</b> <span>Approved</span>

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David

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Q

ADMIN

[HELP](#)

### Announcements

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Are you are trying to create an account for the HEADS UP to Youth Sports training for coaches, parents, athletic trainers, or others?

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1 of 3

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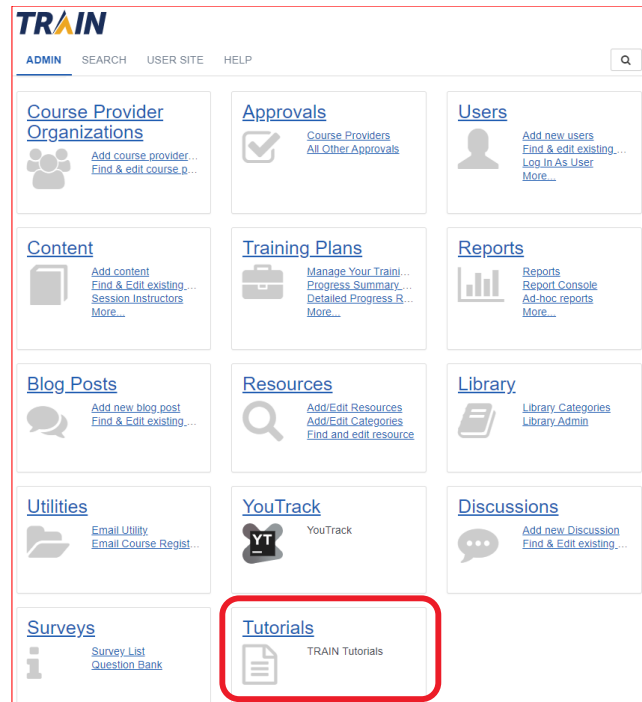
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## Tutorials Page

- <https://www.train.org/admintutorials/>

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On our website = [www.dph.ga.gov/EMS/train](http://www.dph.ga.gov/EMS/train)

## TRAIN Georgia Resources

**TRAIN Georgia** is a gateway into the **TRAIN Learning Network**, the most comprehensive catalog of public health training opportunities for professionals who serve the citizens of Georgia. TRAIN is a free service for learners from the **Public Health Foundation**.

The Public Health Foundation (PHF) **TrainingFinder Real-time Affiliate Integrated Network (TRAIN)** is a learning management system with a centralized, searchable database of courses relevant to public health, safety, and emergency preparedness. It is the nation's most comprehensive catalog of distance learning for public health professionals.

**TRAIN Georgia** is provided by the **Georgia Department of Public Health** and is managed by the **Georgia Office of EMS and Trauma**.

[Click HERE to download a document](#) that details how to sign up for your TRAIN Georgia account.

### Course Provider Tutorials Provided by the Public Health Foundation

The Public Health Foundation provides multiple videos for Course Providers. Those videos along with accompanying handouts can be found here: <https://www.train.org/admintutorials/>

Find TRAIN courses approved by the Georgia Office of EMS and Trauma

Course Provider Tutorials Provided by the Public Health Foundation

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## ADDIE Model for Course Creation



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## Instructional Design Resources

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- <https://www.cdc.gov/training/development/addie-model.html>
- <https://www.instructionaldesign.org/models/>

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## Framework

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- Many frameworks and models are available to help you break down the training development process into actionable steps.
- Using a systematic process for training development ensures that you follow key steps for successful development, provides a guide for managing the training project, and helps support communication about the project with your team.
- Use the specific framework or model that fits your training needs, that you are most comfortable with, or that your organization prefers.

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## ADDIE Model

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- The ADDIE model describes a flexible, systematic process that training developers can use to develop training for adult learners.
- The cyclical model has five stages: Analyze, Design, Develop, Implement, and Evaluate.
- Each stage has a deliverable that feeds into the next stage and includes opportunities to gather feedback that informs training development.



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## Analysis Phase

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- In the analysis phase, instructional problem is clarified, the instructional goals and objectives are established and the learning environment and learner's existing knowledge and skills are identified. Below are some of the questions that are addressed during the analysis phase:
- *Who is the audience and their characteristics?*
- *Identify the new behavioral outcome?*
- *What types of learning constraints exist?*
- *What are the delivery options?*
- *What are the online pedagogical considerations?*
- *What is the timeline for project completion?*

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## Design Phase

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- The design phase deals with learning objectives, assessment instruments, exercises, content, subject matter analysis, lesson planning and media selection.
- The design phase should be systematic and specific.
- Systematic means a logical, orderly method of identifying, developing and evaluating a set of planned strategies targeted for attaining the project's goals.
- Specific means each element of the instructional design plan needs to be executed with attention to details.

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## Design Phase Steps

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- These are steps used for the design phase:
  - *Documentation of the project's instructional, visual and technical design strategy*
  - *Apply instructional strategies according to the intended behavioral outcomes by domain (cognitive, affective, psychomotor).*
  - *Create storyboards*
  - *Design the user interface and user experience*
  - *Prototype creation (PowerPoint?)*
  - *Apply visual design (graphic design)*

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## Design Help

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- <https://www.cdc.gov/training/development/design/index.html>

### Design

The resources below will help you design and develop e-learning and classroom training that uses best practices in education science.



**Online Training**  
E-learning design best practices



**Classroom Training**  
Instructor's guide for adult learners

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# Quality E-Learning Checklist

- <https://www.cdc.gov/training/development/pdfs/design/elearning-checklist-508.pdf>

## Quality E-learning Checklist

[Quality e-learning courses](#) engage learners and help them gain new knowledge or skills. This checklist is designed to help you ensure and enhance the quality of an e-learning course.

This checklist can be used as part of a [formative evaluation](#) to ensure quality assurance before releasing your e-learning course to your learners.

For more information about e-learning best practices, refer to CDC's [E-Learning Essentials](#).

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### I. Analysis

Requirements	Yes	No
Knowledge or skill identified is suitable for e-learning and for the target audience.	<input type="checkbox"/>	<input type="checkbox"/>
Learning strategies are suitable to e-learning and for the target audience.	<input type="checkbox"/>	<input type="checkbox"/>
Clear and measurable learning objectives are suitable for e-learning and the target audience.	<input type="checkbox"/>	<input type="checkbox"/>

### II. Interactivity

Requirements	Yes	No
The course contains activities to help convey concepts and check for understanding.	<input type="checkbox"/>	<input type="checkbox"/>
Interactions engage and involve the learner.	<input type="checkbox"/>	<input type="checkbox"/>
Interactions meet <a href="#">Section 508 Standards</a> .	<input type="checkbox"/>	<input type="checkbox"/>

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### III. Interface and Navigation

Requirements	Yes	No
All pages are numbered.	<input type="checkbox"/>	<input type="checkbox"/>
Contents page or menu is included.	<input type="checkbox"/>	<input type="checkbox"/>
Home and Exit buttons are available throughout.	<input type="checkbox"/>	<input type="checkbox"/>
Course information tabs are available throughout.	<input type="checkbox"/>	<input type="checkbox"/>
System requirements are clearly stated at the beginning.	<input type="checkbox"/>	<input type="checkbox"/>
Tabs link to additional information (e.g., Resources, References, and Glossary), if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Print and Close windows, icons, buttons, or links are included, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Interface and navigation elements follow standard practices and do not detract from learning.	<input type="checkbox"/>	<input type="checkbox"/>
Interface and navigation meet <a href="#">Section 508 Standards</a> .	<input type="checkbox"/>	<input type="checkbox"/>

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### IV. Content Development

Requirements	Yes	No
Content matches course objectives.	<input type="checkbox"/>	<input type="checkbox"/>
Content is accurate, succinct, and logical.	<input type="checkbox"/>	<input type="checkbox"/>
Content meets the target audience's reading level.	<input type="checkbox"/>	<input type="checkbox"/>
Course uses conversational style (e.g., active voice, present tense, and second person).	<input type="checkbox"/>	<input type="checkbox"/>
Concepts are organized logically.	<input type="checkbox"/>	<input type="checkbox"/>

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## V. Photographs and Graphics

Requirements	Yes	No
Images are relevant to the topic and audience.	<input type="checkbox"/>	<input type="checkbox"/>
Images support text and help convey the message on the screen.	<input type="checkbox"/>	<input type="checkbox"/>
Images are consistent in style.	<input type="checkbox"/>	<input type="checkbox"/>
High-quality images are prioritized over quantity of images.	<input type="checkbox"/>	<input type="checkbox"/>
Images engage the learner and do not distract from the message.	<input type="checkbox"/>	<input type="checkbox"/>
Permission releases of images are obtained, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Use of images must follow the applicable copyright law.	<input type="checkbox"/>	<input type="checkbox"/>
Elements must comply with <a href="#">Section 508 Standards</a> .	<input type="checkbox"/>	<input type="checkbox"/>

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## VI. Learner Assessment

Requirements	Yes	No
Assessment includes realistic scenarios or questions that match the learning objectives and overall goal of the course.	<input type="checkbox"/>	<input type="checkbox"/>
Question development follows best practices, such as testing one idea per item, including only material relevant to the answer, and providing meaningful feedback that reinforces learning.	<input type="checkbox"/>	<input type="checkbox"/>
Questions are well-constructed and follow rules for distracters, such as the use of reasonable distracters that are based on content within the course, and distracters that are similar to the correct answers in construction and length.	<input type="checkbox"/>	<input type="checkbox"/>

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## Development Phase

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- The development phase is where the developers create and assemble the content assets that were created in the design phase. (SCORM content creation)
- Programmers work to develop and/or integrate technologies.
- Testers perform debugging procedures.
- The project is reviewed and revised according to any feedback given.

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## Implementation Phase

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- During this phase, a procedure for training the facilitators and the learners is developed.
- The facilitators' training should cover the course curriculum, learning outcomes, method of delivery, and testing procedures. Preparation of the learners include training them on new tools (software or hardware), student registration.
- This is also the phase where the project manager ensures that the books, hands on equipment, tools, CD-ROMs and software are in place, and that the learning application or Web site is functional.

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## Evaluation Phase



The evaluation phase consists of two parts: formative and summative.



Formative evaluation is present in each stage of the ADDIE process.



Summative evaluation consists of tests designed for domain specific criterion-related referenced items and providing opportunities for feedback from the users.

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## Why Evaluate?



Training evaluation is the systematic process of collecting information and using that information to improve your training.



Evaluation provides feedback to help you identify if your training achieved your intended outcomes, and helps you make decisions about future trainings.

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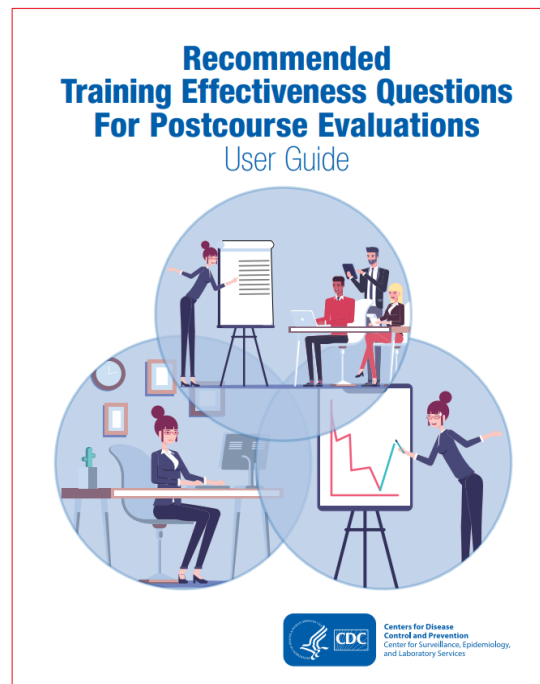
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## What should be in an evaluation?

- CDC Guidelines on Training Effectiveness:
  - <https://www.cdc.gov/training/development/pdfs/evaluate/effectiveness-questions-508.pdf>
  - <https://www.cdc.gov/training/development/evaluate/training-effectiveness.html>

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# SECTION 3 Recommended Questions with Rationale

## Recommended Questions for Use Immediately after Training Ends

The recommended questions highlighted below are applicable in most training evaluations. These constructs exhibit strong, consistent relationships with learning and the transfer of learning, are not difficult to measure, and can be measured in different training settings (in-person and web-based settings) with adult professional learners.

Although the recommended questions are better predictors of training effectiveness than many traditional questions found on training evaluations, they should still be coupled with objective measures of learner knowledge, recall, and application when possible.

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### Construct: Learning

Question	Response Options	Rationale	Caveats and Context
Rate your knowledge of (or skill in) the course topic <b>before</b> the course.	<input type="checkbox"/> Not at all knowledgeable <input type="checkbox"/> Slightly knowledgeable <input type="checkbox"/> Moderately knowledgeable <input type="checkbox"/> Very knowledgeable <input type="checkbox"/> Extremely knowledgeable	<p>If you are limited to self-assessments of learning after a training, respondents can rate their knowledge of (or skill in) the topics before and after the training in a retrospective pre- or postformat (where pre- or postratings are provided at the same time).<sup>2,3</sup> It is valuable to have items that give respondents the opportunity to express <i>how much</i> they believe they learned as a result of training.</p>	<p>Measuring a learner's perceived understanding or perceived learning is generally not a strong predictor of training effectiveness. The best way to measure understanding or comprehension is with tests of learning, not with self-assessments by learners.<sup>1,12</sup> Nonetheless, it is still important to measure perceived understanding or learning on posttraining evaluations for two primary reasons:</p> <ol style="list-style-type: none"> <li>1. As a proxy if you are not adequately measuring understanding or comprehension in objective ways; and</li> <li>2. For comparability.</li> </ol> <p>It is important to understand if our learners' perceived understanding or learning matches objective measures of understanding or learning. Having both self-report and objective measures will allow us to assess the validity of self-report data.</p> <p>To assess learning, this question must be asked together with the next question. This question can be used to assess either general knowledge or skill, depending on what is covered in the training. It can also be adapted to assess accomplishment of specific learning objectives.</p>

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**Construct: Learning**

Question	Response Options	Rationale	Caveats and Context
Rate your knowledge of (or skill in) the course topic now <b>after</b> the course.	<input type="checkbox"/> Not at all knowledgeable <input type="checkbox"/> Slightly knowledgeable <input type="checkbox"/> Moderately knowledgeable <input type="checkbox"/> Very knowledgeable <input type="checkbox"/> Extremely knowledgeable	If you are limited to self-assessments of learning after a training, respondents can rate their knowledge of (or skill in) the topics before and after the training in a retrospective pre- or postformat (where pre- or postratings are provided at the same time). It is valuable to have items that give respondents the opportunity to express <i>how much</i> they believe they learned as a result of training.	<p>Measuring a learner's perceived understanding or perceived learning is generally not a strong predictor of training effectiveness. The best way to measure understanding or comprehension is with tests of learning, not with self-assessments by learners. Nonetheless, it is still important to measure perceived understanding or learning on posttraining evaluations for two primary reasons:</p> <ol style="list-style-type: none"> <li>1. As a proxy if you are not adequately measuring understanding or comprehension in objective ways; and</li> <li>2. For comparability.</li> </ol> <p>It is important to understand if our learners' perceived understanding or learning matches objective measures of understanding or learning. Having both self-report and objective measures will allow us to assess the validity of self-report data.</p> <p>To assess learning, this question must be asked together with the previous question. This question can be used to assess either general knowledge or skill, depending on what is covered in the training. It can also be adapted to assess accomplishment of specific learning objectives.</p>

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## Creating Assessments and Evaluations in TRAIN.org

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- This is covered in Part 2 of the GA OEMS – TRAIN Course Provider Education
- <https://www.train.org/main/course/1097854/>

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## Naming Conventions



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## Naming Convention for Course Title, Assessments, Evaluations, Certificates

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- Must follow this naming convention:
  - The Organization Prefix in front of the course title
  - **Do not** list the course date (or fiscal year) in the title.
  - **Do** list the edition of the course if 2nd edition or beyond
- Examples:
  - Northside HS – Cardiogenic Shock for EMS
  - Grady EMS – New Hire Orientation (2<sup>nd</sup> Edition)
  - GA OEMS – Data Manager Training 101 (3<sup>rd</sup> Edition)

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## SCORM Course



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## A little about SCORM

- SCORM' is a set of technical standards for e-learning software products. SCORM is an acronym that stands for Sharable Content Object Reference Model.
  - The 'Sharable Content Object' portion of SCORM indicates that SCORM is all about creating units of online training material that can be shared across systems. SCORM defines how to create 'sharable content objects' (or SCOs) that can be reused in different systems and contexts.
  - The 'Reference Model' portion of SCORM reflects the fact that SCORM isn't actually a standard, but simply references these existing standards and tells systems how to properly use them together.
  - **SCORM is the standard for e-learning interoperability.**
  - More specifically, SCORM governs how online learning content and Learning Management Systems communicate with each other.
- **TRAIN supports SCORM Version 1.2**

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## Benefits of SCORM Content

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- Learners complete at their own pace
- Courses can be updated easily
- If one agency creates a courses, other agencies can use it as well – force multiplier

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## What you need before you start

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1. **SCORM Content**
  - TRAIN supports SCORM Version 1.2
  - Be sure the SCORM content:
    - ❑ Does not allow the learner to skip videos or slides with audio
    - ❑ Does not allow the learner to fast forward or skip through a video or a slide with audio – they need to watch the entire content
    - ❑ Requires the learner to complete the entire training
    - ❑ Is interactive! It is helpful to have interactive content to keep the course engaging
2. **Web Storage Space (cheap)**
  - AWS
  - Azure
3. **Player File (must obtain from OEMS)**
  - Will need to be uploaded to your web storage space

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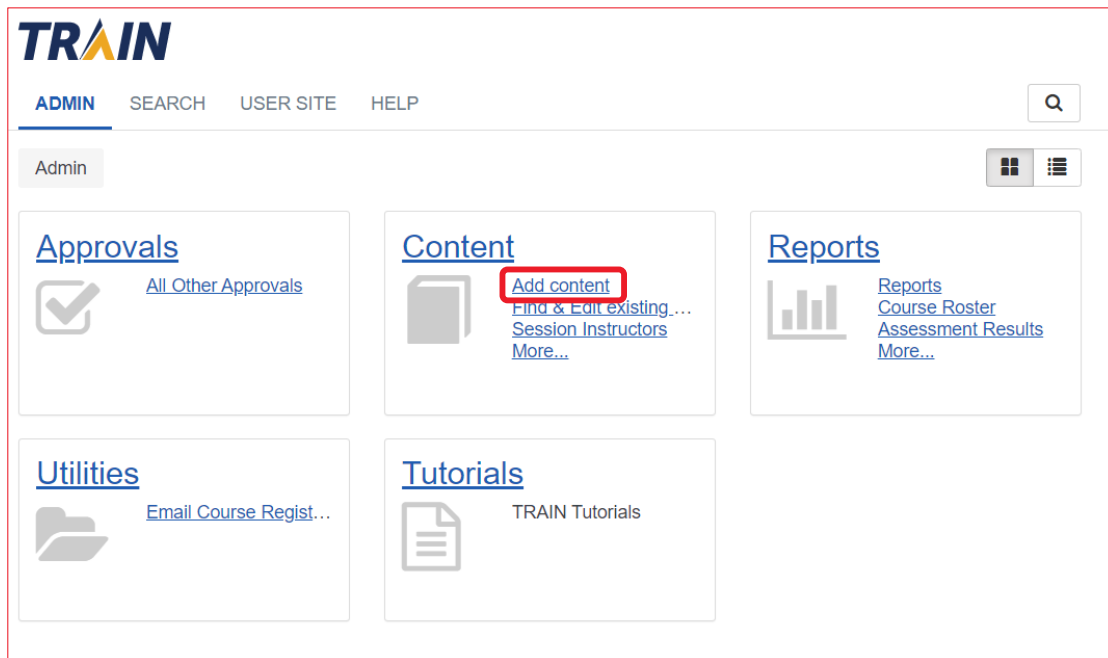
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## How do I create SCORM Content?

- Lots of software out there – examples include:
  - Adobe Captivate
  - Articulate Storyline
  - Atomi ActivePresenter 8
  - iSpring Suite
  - Udutu Online Course Authoring
- Most, if not all have free trials.

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<b>SCORM Course</b>  Add a new SCORM course to the system.	<b>External Content</b>  Add a new reference to external content.	<b>Physical Media</b>  Add a new Physical Carrier course to the system.
<b>Live Event (In Person)</b>  You will be able to schedule multiple repeating sessions for a live event course.	<b>Live Event (Online)</b>  Add a new Live Event Online.	<b>Zoom Meeting</b>  Add a new course based on a Zoom Meeting.
<b>Exercise</b>  Add a new Exercise course to the system.	<b>Conference</b>  Add a new Conference.	<b>Blended Learning Series</b>  Wizard with BLS Course Format

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MUST Title a Course FIRST (see naming convention)

Cancel

 **SCORM Course**
(Fields marked below are required)

Title
Title

Create SCORM Course

Common Information
Availability
Description
Organization & Sponsor
Content
Thumbnail
Learning Objectives

**Common Information**  
  
**Length**  
  
  
**Skill Level**  
 Show Description  
  
**Format Label**

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## Live Demo – How to add a SCORM Course

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Be sure to add the topical hours to the description!  
This way we will create the course in LMS for you!

**Edit SCORM Course** (Fields marked below are required)

Title:  ID: 1097632

**Description**

This is our sample course for a demonstration to Course Providers.

This will provide:

- 0.5 Hours of Pediatric CEU (EMS)
- 0.5 Hours of Cardiac (EMS)

[Attach a file](#)

[Preview](#)

[G](#)

[Common Information](#)

[Availability](#)

[Description](#)

[Organization & Sponsor](#)

[Content](#)

[Thumbnail](#)

[Learning Objectives](#)

[Accreditations & Credit](#)

[Certificates](#)

[Expiration & Visibility](#)

[Competencies & Capabilities](#)

[Registration Management](#)

[Supporting Resources](#)

[Prerequisite Courses](#)


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## How do I see my courses?

Admin ☐ ☒


### Approvals


[All Other Approvals](#)


### Content


[Add content](#)  
[Find & Edit existing...](#)  
[Session Instructors](#)  
[More...](#)


### Reports


[Reports](#)  
[Course Roster](#)  
[Assessment Results](#)  
[More...](#)

### Utilities


[Email Course Regist...](#)

### Tutorials


[TRAIN Tutorials](#)

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### Format

- ☐ Blended Learning Series
- ☐ Conference
- ☐ Exercise
- ☐ External Content
- ☐ Live Event (In Person)
- ☐ Live Event (Online)
- ☐ Physical Media

### Format Label




### Organization

### Approval Status

☒ My Courses Only

[Export Search Results](#)

### Course

 <a href="#">GA Test 1</a>	<a href="#">External Content</a>
 <a href="#">SAMPLE SCORM - GEORGIA - May 2021</a>	<a href="#">Web-based Training - Self-study</a>
 <a href="#">test 1234</a>	<a href="#">Web-based Training - Self-study</a>

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Object Type ▲

[Any Object Type](#)  
Course

Search Q Relevance ▼

1 record(s) found. [Show inactive](#) • [Hide expired](#)

Course × My Courses Only ×

[SAMPLE SCORM - GEORGIA - May 2021](#) Web-based Training - Self-study ▼

Format ▲

- ☐ Blended Learning Series
- ☐ Conference
- ☐ Exercise
- ☐ External Content

[SAMPLE SCORM - GEORGIA - May 2021](#) Web-based Training - Self-study ▲

This is our sample course for a demonstration to Course Providers.

Created by David Newton on May 4, 2021 Modified by David Newton on May 4, 2021 [Ready For Approval](#)

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## Once Course is Approved

Dear Course Provider:

Thank you for submitting 'SAMPLE SCORM - GEORGIA - May 2021' to CDC TRAIN, part of the TRAIN Learning Network. Your submission has been approved.

Please be sure to review your course content regularly.

For additional support, access our [tutorials page](#).

TRAIN Team  
CDC TRAIN

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[Any Object Type](#)  
 Course

1 record(s) found. [Show inactive](#) • [Hide expired](#)

Course ✕    My Courses Only ✕

**Format** ▲  
☐ Blended Learning Series  
☐ Conference  
☐ Exercise  
☐ External Content  
☐ Live Event (In Person)  
☐ Live Event (Online)  
☐ Physical Media


Format Label ▼

Organization ▼

Approval Status ▼

☒ My Courses Only

[SAMPLE SCORM - GEORGIA - May 2021](#)    Web-based Training - Self-study ▲  
 This is our sample course for a demonstration to Course Providers. This will provide: 0.5 Hours of Pediatric CEU (EMS) 0.5 Hours of Cardiac (EMS)  
 Created by David Newton on May 4, 2021    Modified by David Newton on May 4, 2021    **Approved**



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## We add the SCORM completions to LMS for you!

- Providers MUST have their correct Georgia OEMS ID Number on their TRAIN.org profile

**! Georgia OEMS ID Number** (Fields marked below are required)

Please enter your Georgia OEMS ID Number:

If you are a licensed Georgia medic (EMT, EMT-Intermediate, Advanced EMT, Cardiac Technician, Paramedic), this is your Georgia medic license number (e.g., P000000).

If you are not a Georgia medic, but you are a Georgia licensed EMS Instructor or Instructor/Coordinator, this is your Instructor license number (e.g., I/C-A-0000).

If you are not a medic or an instructor but you are a Georgia EMS student, this is the student number generated by the Office of EMS.

If you do not have any of these numbers yet, just put "Pending" and you can change it once you get your license number.

To confirm your license number (or student number), please lookup your number [here](#) (look for "Current License Number"):

**Georgia OEMS ID Number**

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## How often will OEMS update LMS with TRAIN.org Course Completions?

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- At least once a month
- More frequently during renewal season

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## What about other Content Types?

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- See TRAIN Tutorials
  - <https://www.train.org/admintutorials/>
- Another Demo for a **Live Session!**

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## Evaluations and Assessments

- Available on TRAIN.org
- Instructor CEUs

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## Part 2 of this training

- <https://www.train.org/main/course/1097854/>

### GA OEMS - TRAIN Course Provider Education - Part 2 - Evaluations and Assessments

[< Back](#)
[Register User](#)
[+ Register](#)
[Save For Later](#)



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[Web-Based Training - Self-Study](#)
ID 1097854
Skill Level: Introductory
0.75h

☆☆☆☆☆

This is Part 2 of the TRAIN Course Provider Education for the Georgia Office of EMS and Trauma. This course will review the ADDIE model for course design, and will give an introduction to creating evaluations and assessments inside of TRAIN using the new interface.

Completion of this course provides 0.75 hours of EMS Instructor CE for Georgia.

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## Questions? And Open Discussion

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