There are several modules you will have to complete for the training. You will receive a certificate for each of the modules. You will be expected to submit a copy of your transcript showing completion of all modules to your drop box by September 1, 2022 by the start of class. Please save a copy of all certificates for your records for your portfolio that you will complete in AMSN.

1. Go to the following web address and create an account:

https://www.train.org/main/welcome

The account is free but you need to create an account before you can complete the training. Once you have gone to the website, click create account and follow the directions.
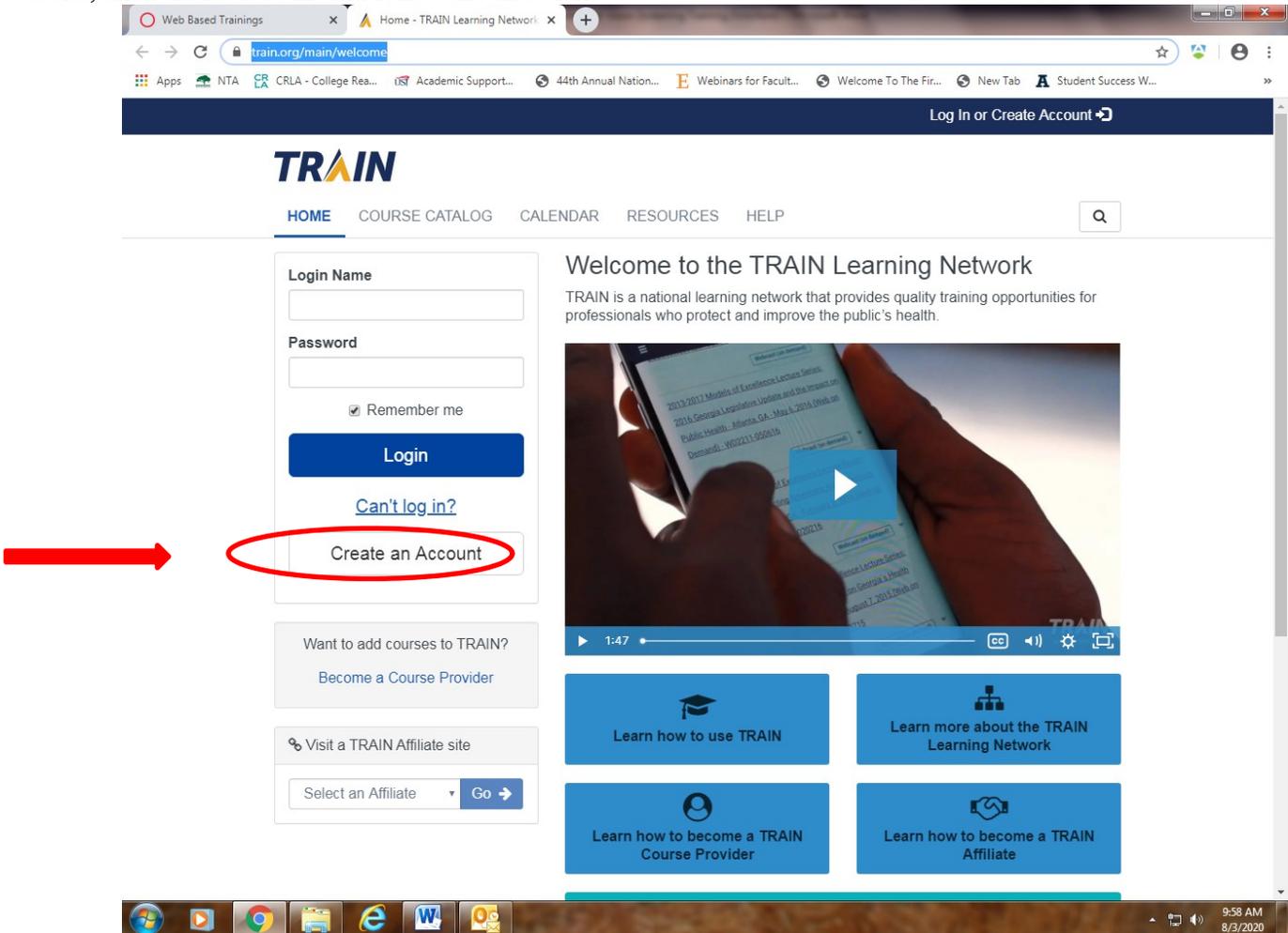
2. When you complete creating an account and sign in, it may ask you which state you are affiliated with. Please make sure to select "Ohio Department of Health" then click "Go."
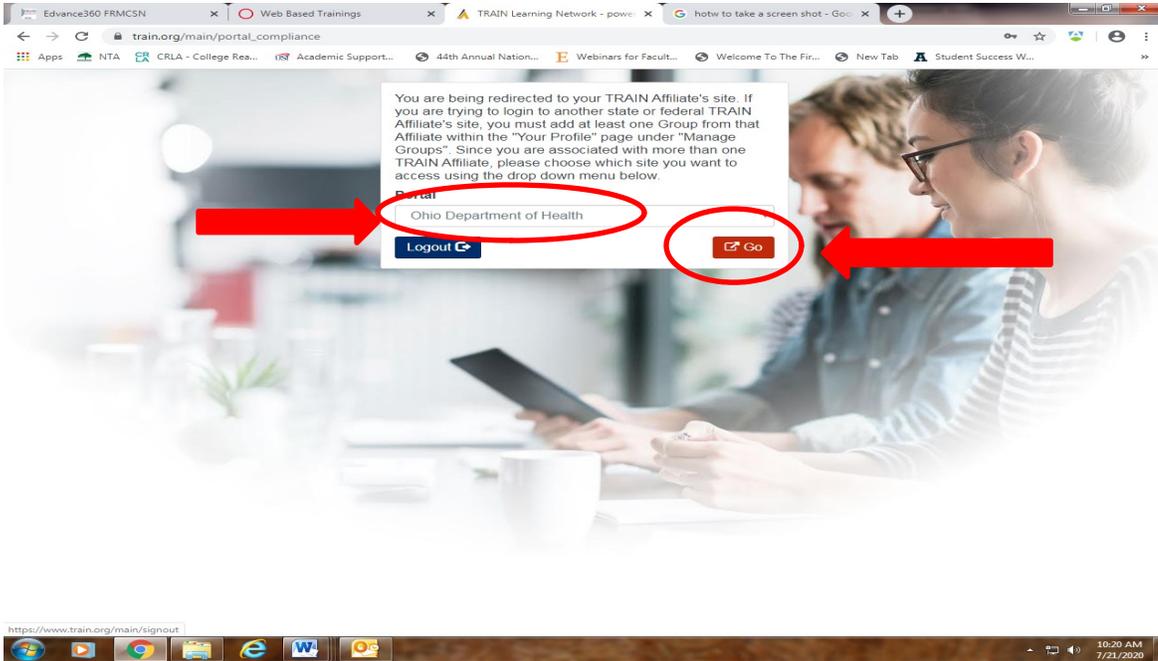
3. From the Home page click on Course Catalog.
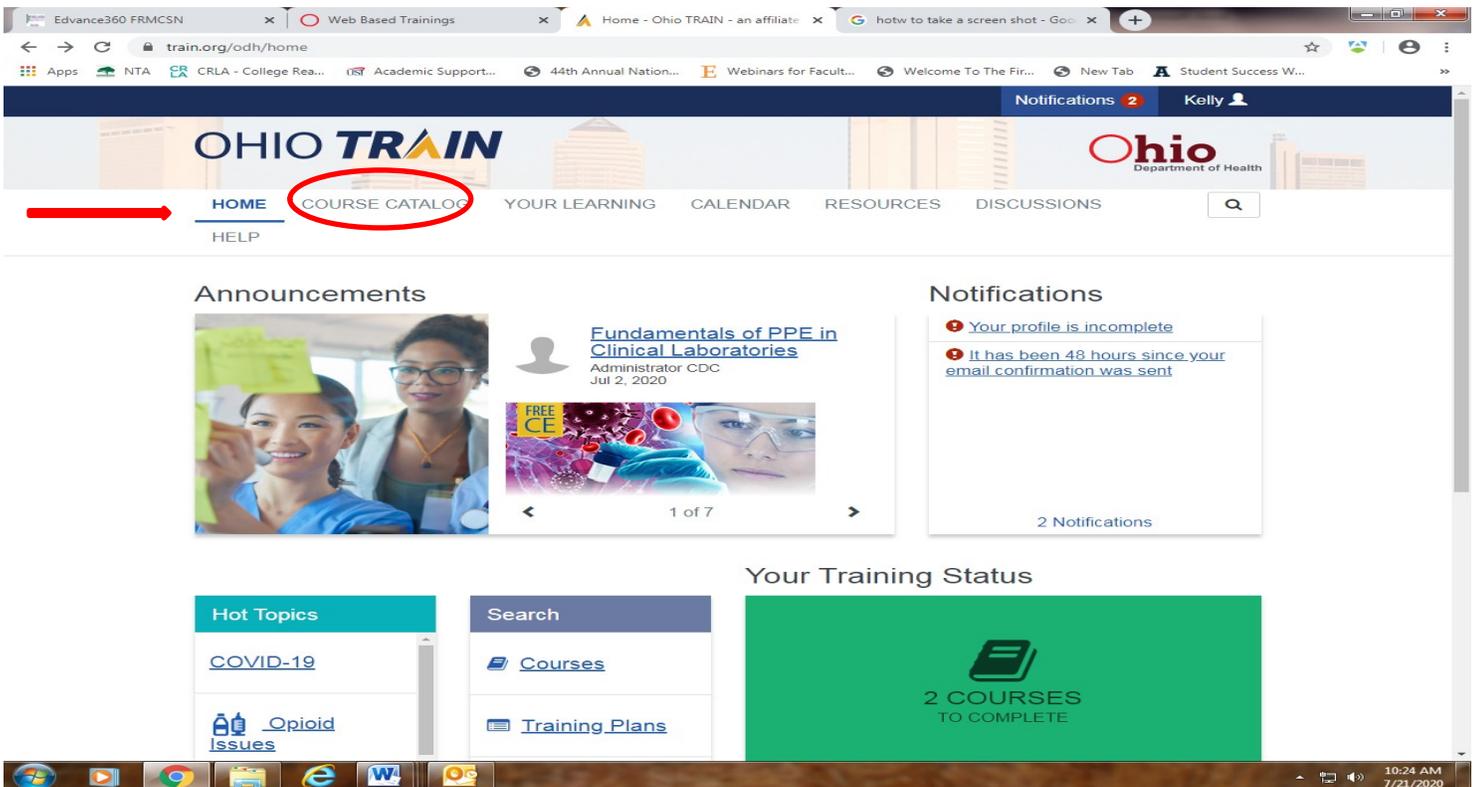
4. Once you are on the Course Catalog page, you will need to search for the following courses in the search box:
   - Introduction to Children's Hearing Screening
   - ODH School-Aged Children Vision Screening: Common Vision Problems
   - ODH School-Aged Children Vision Screening: Screening Tests
   - ODH School-Aged Children Vision Screening: Referral and Follow-Up
   - ODH School-Aged Children Vision Screening: Data Collection and Reporting
   - ODH School-Aged Children Vision Screening: Resources

Once you have located the course you are looking for, select it from the list.

5. Once you have selected the "Introduction to Children's Hearing Screening" course from the search list, click on register. This step only needs to be completed for the Hearing training. All of the vision modules do not have this step.
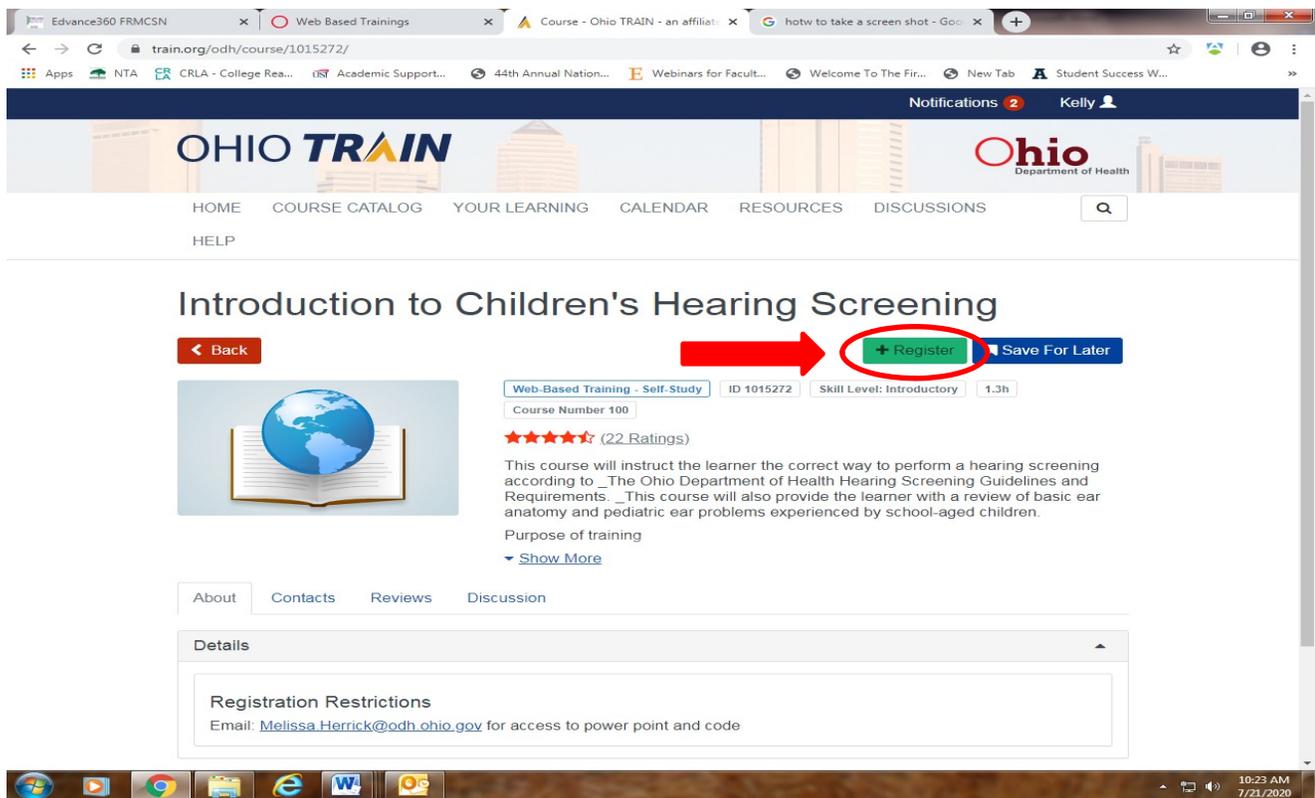
6. Once you have clicked on register, it will ask for Credit type. Select "Certificate of Attendance" from the drop down box and click "OK." This step only needs to be completed for the Hearing training. All of the vision modules do not have this step.
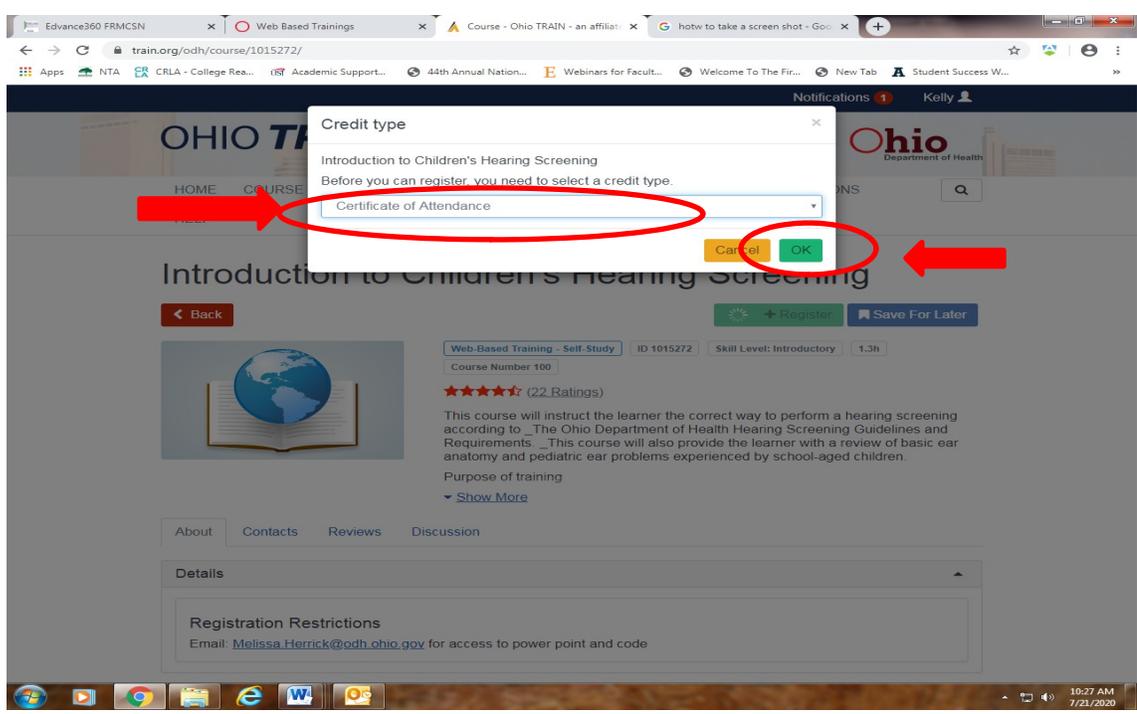
7. You will be asked for a registration code. Please enter "1015272" in the Registration Code box and click "OK." This step only needs to be completed for the Hearing training. All of the vision modules do not have this step.
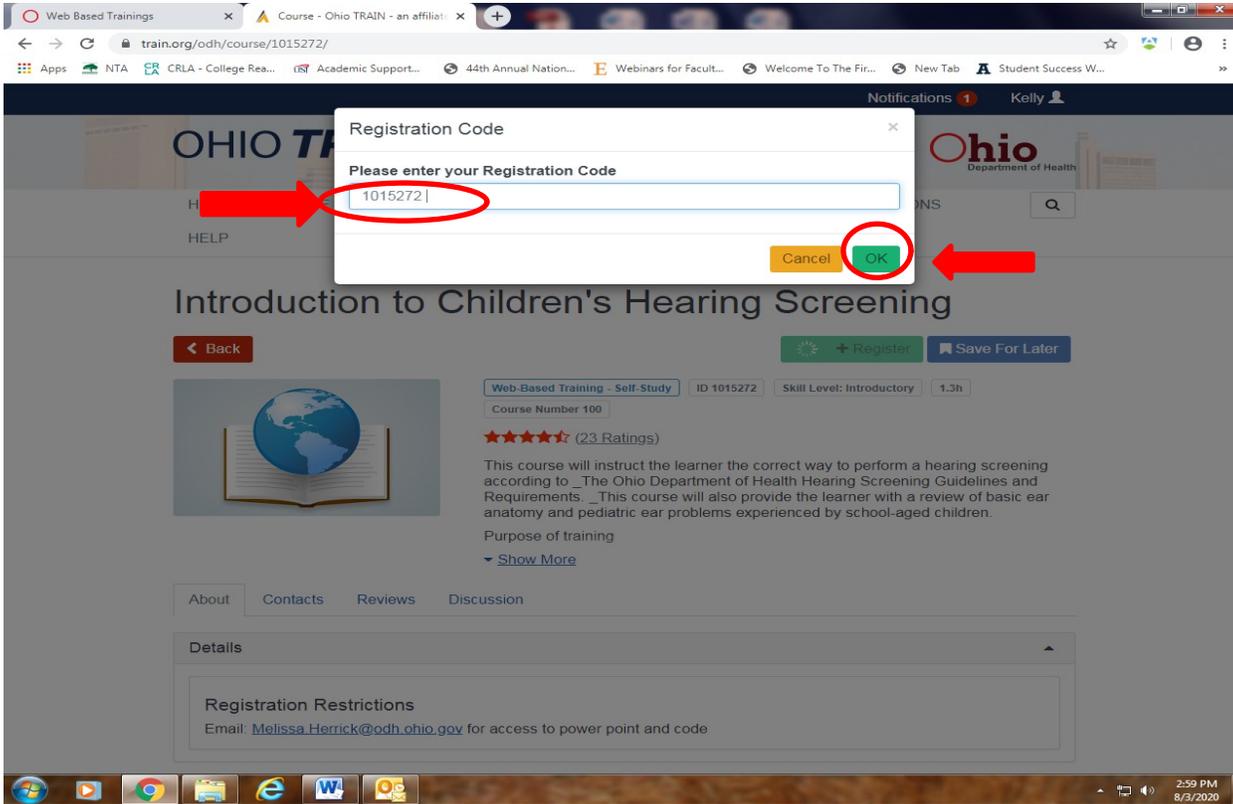

8. For the Hearing training only you will be asked to complete a Pre-Assessment. On the training screen there will be a green button that says " Pre-Assessment" when you click on it the following screen will appear. Start Assessment once you are ready to begin the 10 question Pre-Assessment. This step only needs to be completed for the Hearing training. All of the vision modules do not have this step.
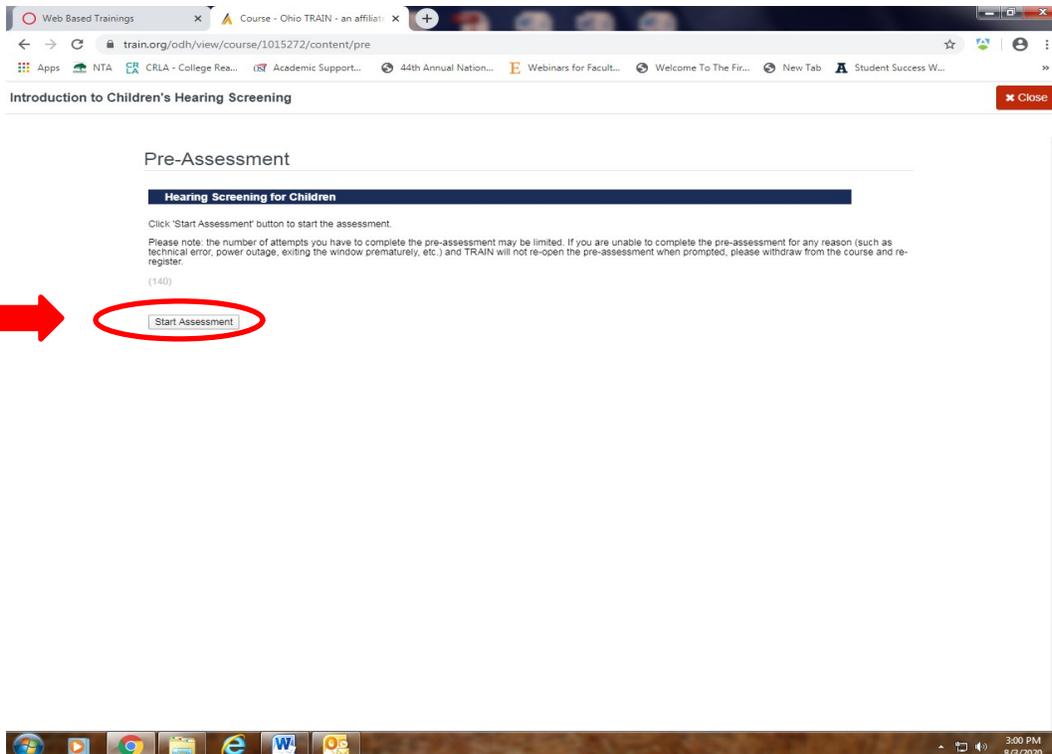
9. Once you have completed the Pre-Assessment, your score will appear. You need to receive a 6/10 or higher to be able to continue onto the course. Once the Pre-Assessment is completed, click on Close. This step only needs to be completed for the Hearing training. All of the vision modules do not have this step.
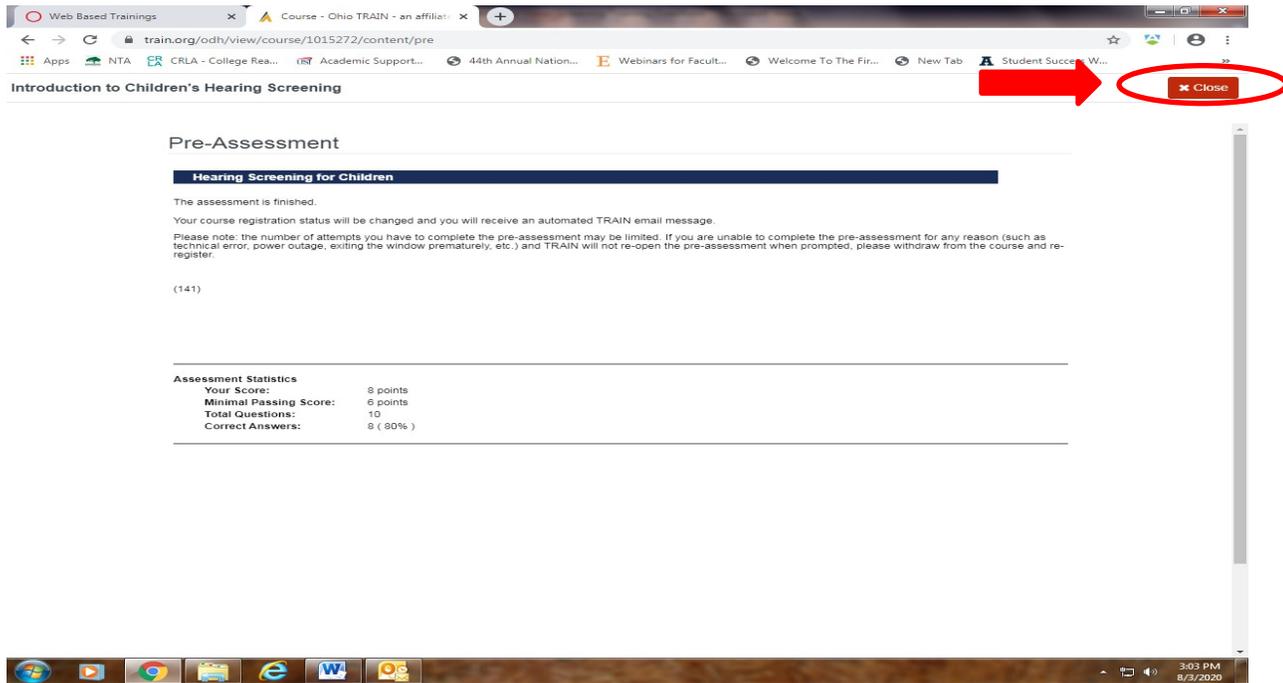

10. Once the Pre-Assessment is successfully passed the "Launch" button will appear. Click on it and complete the course. This step only needs to be completed for the Hearing training. All of the vision modules do not have this step.
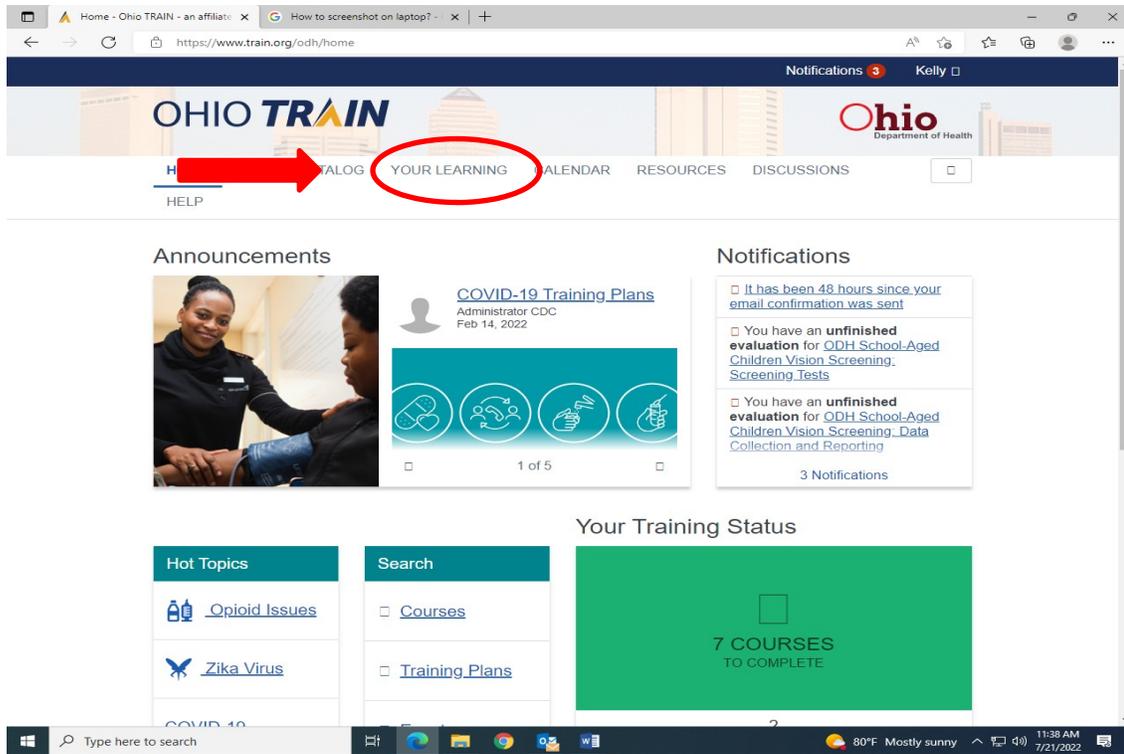
11. Once the module is complete a blue button stating Print Certificate will appear. Click on it to view your Certificate of Participation.

12. After viewing your Certificate of Participation, make sure to print/save a copy for your portfolio in AMSN.
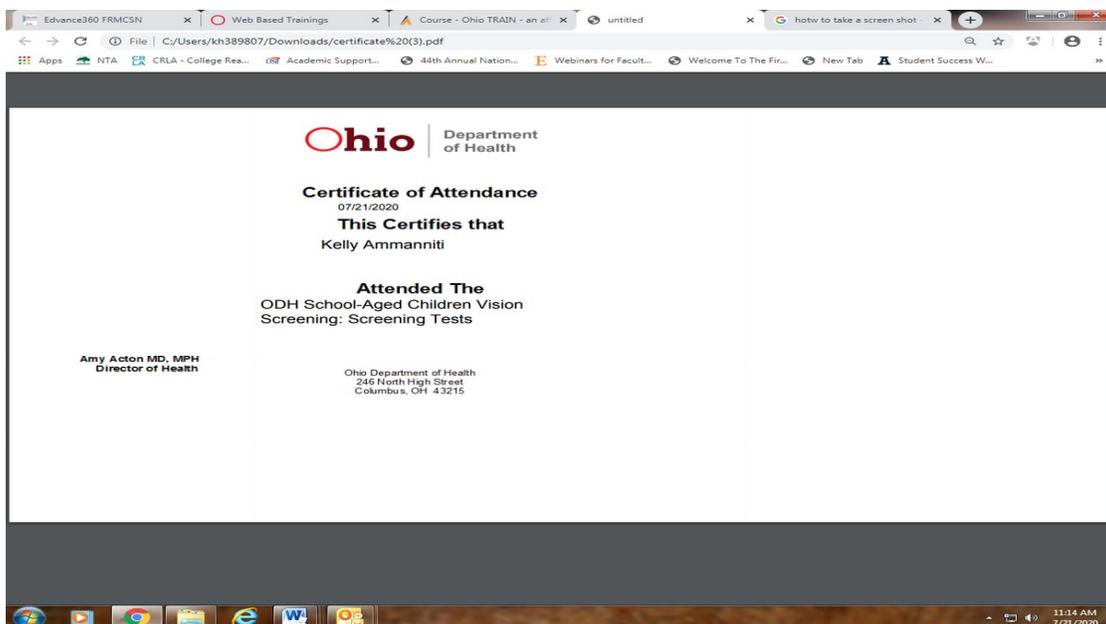
13. After completing all modules and making copies of the certificates go to the Your Learning page.

14. From this page click on the Your Transcript page then click on Download Transcript. Please submit a copy of your transcript that shows all modules completed to your dropbox by the due date. If you have difficulty downloading the transcript a screenshot of this page showing all 6 modules complete will be acceptable.