**Instructions for** [**HIV/AIDS Course on TRAIN for all Health Care Personnel**](https://www.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?tabid=62&CourseID=1021131&backURL=aHR0cHM6Ly93d3cudHJhaW4ub3JnL0Rlc2t0b3BTaGVsbC5hc3B4P3RhYmlkPTYyJmdvdG89Y291cnNlaWQ=)

Go to <http://chfs.ky.gov/dph/epi/HIVAIDS>

Under HIV/AIDS Continuing Education, click on where it says “CHFS-sponsored HIV/AIDS Course on TRAIN for all Health Care Personnel”

Click on Registration tab and then click Create Account. Complete required information using Kentucky as location and University of Louisville as organization name.

**Step 1.  TO COMPLETE A COURSE**

Once account is created return to Course Details page and click the Registration tab again. Complete required fields, and click “Launch”. Once you have completed the course, launch and complete assessment as described in Step 2.

**Step 2.  TO LAUNCH AN ASSESSMENT, YOU HAVE A VARIETY OF ACCESS POINTS:**

On the Course Details page, where you originally registered for the course, under the  
Registration tab, there will be an assessment button.

Or

If you click the My Learning link on the TRAIN Home page Dashboard, you will see which recent courses have assessments that need to be completed.

**Step 3.  TO LAUNCH AN EVALUATION, YOU HAVE A VARIETY OF ACCESS POINTS:**

On the Course Details page, where you originally registered for the course, under the  
Registration tab, there will be an assessment button.

Or

If you click the My Learning link on the TRAIN Home page dashboard, you will see which recent courses have evaluations that need to be completed.

**Step 4.  TO VIEW OR PRINT A CERTIFICATE:**

Login to your TRAIN account and access the My Certificates link on the TRAIN Home page.  
This will reveal a list of recent Certificates.  
Click the Certificate print icon to the right of the page.  
This open or download a PDF version of the Certificate.