How to Earn Credits through CDC TRAIN

Please read these directions fully before attempting to obtain credit through CDC TRAIN.

1. **Attend Accredited Event**: Participate in an accredited live event in person or via Zoom, or watch an accredited video on RMCOEH.com.
   a. Not all videos on RMCOEH.com are CME accredited, including any videos before July 2024.

2. **Log in to CDC TRAIN**: Go to train.org, log in with your credentials, or create a new account if needed.
   a. If you create a new account, you will need to complete your profile before registering for a course on CDC TRAIN
   b. After logging in, you may be directed to a page indicating that your profile is associated with more than one location or organization. If this happens, select CDC TRAIN from the drop-down menu and press the red "Go" button on the right.
   c. If you already have a TRAIN account but cannot remember your login credentials, click the "Forgot Password" link to initiate the reset process. Do not create a duplicate account.

3. **Find Your Event**: On the TRAIN home screen, go to "Course Catalog" and search for your attended event. Click the title of the event to access the course page. View the course page to confirm it is for the correct event or video.
   a. It is best to use the course title, as listed on the agenda, to search for your attended event. If you are still unable to locate the event in question, email jessicagardner4@weber.edu

4. **Register for the TRAIN course**: Click the "Register" button. Confirm your credit needs, provide the required information (such as your ABIM MOC ID), and finalize registration.
   a. TRAIN registration for live events requires a registration code, which was given at the event. If you have misplaced the code, email jessicagardner4@weber.edu.

5. **Complete the TRAIN course:** A green button reading "Mark Completed " will appear. Click it.
   a. If you registered for a course corresponding to a video recording, you must first click the green "Launch" button. This will open a new tab in your web browser for the RMCOEH.org page associated with the video. You do not need to view the video again. Exit this tab and return to the TRAIN tab in your web browser. The "Mark Completed" button will now be available to the right of the "Launch" button.

6. **Take the Post-Assessment**: Follow the prompts to complete the post-assessment.
   a. Most post-assessments are formatted as quizzes containing 3-4 brief multiple-choice questions. They should take less than 5 minutes to complete.
   b. You can retake the post-assessment once if you do not pass initially.

7. **Complete Course Evaluation**: Provide feedback through the evaluation.
   a. Course evaluations are 20 questions long and comprised of mostly multiple-choice questions. They should take less than 10 minutes to complete.
   b. Completing free response questions is optional.

8. **Access Your Certificate**: After completion, you can download your certificate by clicking the blue "Certificate" button on the course page or by navigating to the "Your Learning" tab, selecting "Your Certificates," and clicking on the certificate you wish to download.

NOTE: You have 30 days after the event to earn credits for live events. Recorded events are available for credit one month after the corresponding live event and remain so for two years.

For video tutorials and guides on how to fully utilize train.org, visit https://www.train.org/tutorials