



TRAIN Rhode Island

Instructions for Entering Non-Train Courses and Uploading Certificates of Completion

The purpose of this document is to provide instructions on entering and adding certificates for non-TRAIN courses. Please note that certificates cannot be uploaded until the course has been entered as an external record. Non-TRAIN external courses without certificates will not be eligible for continuing education credits.

Instructions for entering Non-TRAIN Courses:

1. Navigate to the Rhode Island TRAIN portal at <https://www.train.org/rhodeisland>
2. Enter your Login Name and Password to login. Your Login Name will be your five-digit EMT number preceded by EMT, for example EMT12590
3. Click **Your Learning**.

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4. Click **Your Transcript**.

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This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

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Title ▲	Status	Credit Type	Format
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5. Click **Add an external record**



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+ Add an external record

Show withdrawn courses

6. Enter the course information in the screen, fields in red are mandatory.

→ Add external course

(Fields marked below are required)

Title

About

Course url

Course provider name

Course format

Credit type

Course contact

Course contact name

Course contact email

Course contact phone

7. Click **Save** to complete the course entry process.

Instructions for uploading certificates for Non-TRAIN Courses:

1. Scan and save the certificate to a thumb drive or your computer.

2. Click **Your Learning**.

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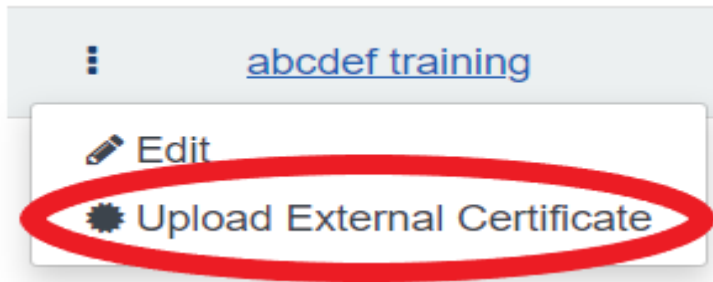
Filter by Status ▾

Title ^	Status	Credit Type	Format
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4. Find the course you entered manually and click the icon to the left.

	abcdef training	Completed: Not Verified	Jul 16, 2019	0.01 / EMS	User Added: ...
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5. Click **Upload External Certificate**.




6. In the upload certificate window, enter a title for the certificate.

→ Add External Certificate

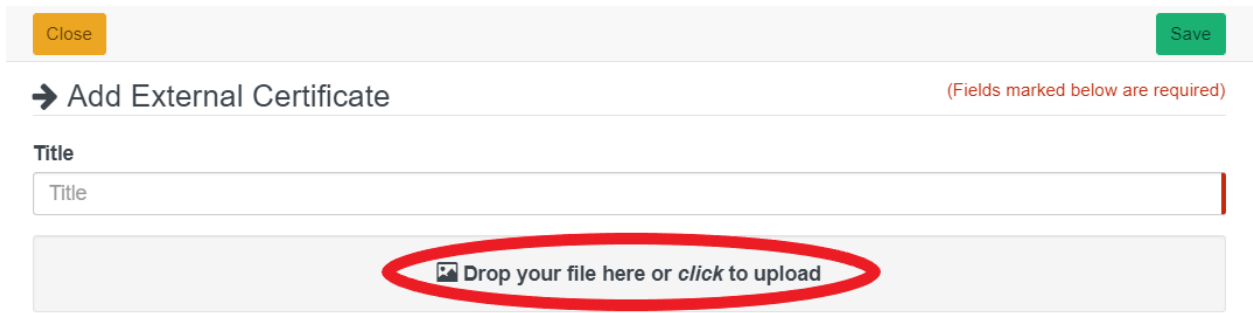
(Fields marked below are required)

Title

→

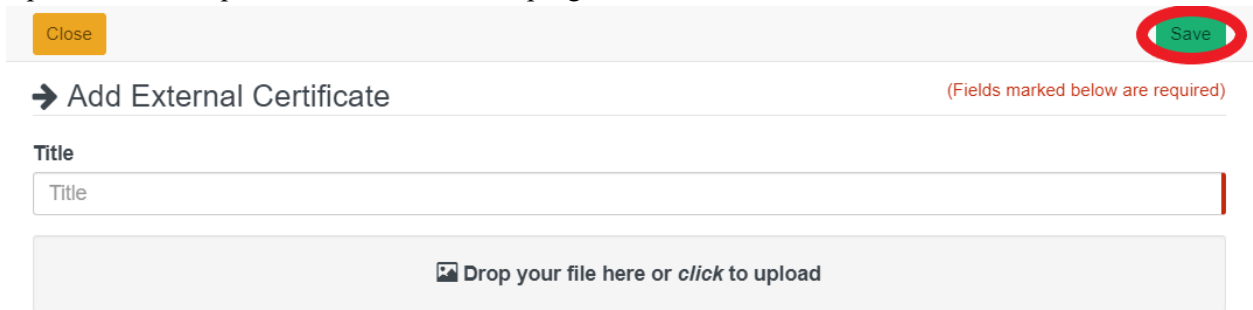
 Drop your file here or *click* to upload

7. Click Drop your file here or click to upload and find your saved scanned/electronic certificate and select it.



The screenshot shows a form titled "Add External Certificate" with a "Close" button in the top left and a "Save" button in the top right. Below the title is a text input field labeled "Title". Underneath the input field is a large grey area containing the text "Drop your file here or click to upload" with a small file icon to the left. This text is circled in red. A red note "(Fields marked below are required)" is visible in the top right corner of the form area.

8. Upon successful upload, click **Save** in the top right corner.



This screenshot is identical to the previous one, showing the "Add External Certificate" form. In this version, the "Save" button in the top right corner is circled in red, indicating the next step in the process.

9. Once the certificate is saved, click Close in the top left corner.
10. Your certificate will now be added to the Your Certificates tab.
11. You can now either exit TRAIN Rhode Island or repeat the above steps to upload additional certificates.