State of Connecticut

Department of Emergency Services & Public Protection

Division of Emergency Management & Homeland Security

CT TRAIN JOB AID

This job aid is meant to assist users to create an account and use CT Train to register for DEMHS programs.

1. Create an Account

To create a CT Train Account:
1. Visit www.CT.Train.org.
2. Select [Create account] *.
3. Follow the prompts to create an account.
4. Be sure to verify your email address.
* If you already have a CT Train account, select [Log in] instead.

How to Create a TRAIN account

2. Join CT DEMHS Group

To view and register for courses you must join the CT DEMHS group.
1. Log in to your www.CT.Train.org account.
2. Click your name in the top right-hand corner and select [Your Profile].
3. In the "Manage Groups" tab, under "Join By Group Code" type the code "CTDEMHS" and click join and then save.

How to Complete your TRAIN Profile

3. Find a Course

1. Find the course (search by title or course ID, or follow a hyperlink) page.
2. On the "Sessions" tab, click [+ Register] next to your chosen session. If prerequisites are listed, see Step 4.
3. Enter Registration Code, if prompted.

How to Use the TRAIN search function

4. Complete Prerequisites

If prerequisites are listed
1. Click the prerequisite course link.
2. Click [+ Register] and select credit type.
3. Click [> Launch] to launch the course.
4. Complete the course.
5. Click [✓ Mark Completed] on CT Train.
6. Click the "Your Learning" tab, followed by "Your Transcript".
7. Click the ⋮ next to the course.
8. Click "Upload external certificate" and upload your certificate to be verified.
9. Send an email to DEMHS.TrainingandExercise@CT.gov indicating the completed prerequisites.
• Courses only need to be verified once.
• See Common Prerequisites on page 2.

How to manage Your Learning in TRAIN

5. Other Features

• Course materials are provided under the "Resources" tab on the course page.
• If assigned, a "Pre-assessment" will be available on the course page after successful registration, please complete it.
• Click [Withdraw] on the course page, to withdraw from the course.

Additional Train Tutorials

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CT TRAIN COMMON PREREQUISITES

This is a list of the most frequently assigned course prerequisites linked to their respective CT Train pages.

Core Courses

- IS-100: Introduction to the Incident Command System
- IS-200: Basic Incident Command System for Initial Response
- IS-700: An Introduction to the National Incident Management System
- IS-800: National Response Framework, An Introduction

Emergency Operations Center Courses

- IS-2200: Basic Emergency Operations Center Functions
- G0191: Emergency Operations Center / Incident Command System Interface[1]
- E/L/G/K2300: Intermediate Emergency Operations Center Functions[1]
- E/L/G/K2302: Emergency Operations Center Leaders Skillset Course[1]
- E/L/G/K2304: Emergency Operations Center Planning Skillsets[1]
- E/L/G/K2306: Emergency Operations Center Resource Skillsets[1]
- E/L/G/K2308: Emergency Operations Center Operations and Situational Awareness Skillsets[1]

Professional Development Series

- IS-120: An Introduction to Exercises
- IS-230: Fundamentals of Emergency Management
- IS-235: Emergency Planning
- IS-240: Leadership and Influence
- IS-241: Decision Making and Problem Solving
- IS-242: Effective Communication
- IS-244: Developing and Managing Volunteers

Other Courses

- IS-29: Public Information Officer Awareness
- IS-42: Social Media in Emergency Management
- IS-201: Forms used for the Development of the Incident Action Plan
- ICS-300: Intermediate Incident Command System for Expanding Incidents[1]
- IS-315: CERT and the Incident Command System (ICS)
- IS-317: Introduction to Community Emergency Response Team (CERTs)
- ICS-400: Advanced Incident Command System for Complex Incidents[1]
- IS-1300: Introduction to Continuity of Operations
- Additional FEMA Independent Study Courses

Verification Instructions

1. Click the prerequisite course link.
2. Click **+ Register** and select credit type.
3. Click **> Launch** to launch the course.
4. Complete the course (skip if already completed).
5. Return to CT Train and click **✓ Mark Completed**.
6. Click the "Your Learning" tab, followed by "Your Transcript".
7. Click the ⋮ next to the course.
8. Click "Upload external certificate" and upload your certificate to be verified.
9. Send an email to DEMHS.TrainingandExercise@CT.gov indicating the completed prerequisites.

Notes

For questions or assistance, please contact DEMHS.TrainingandExercise@CT.gov.

- Courses only need to be verified one time.
1. If course was completed after registering through CT Train, no previous action is required. If it was completed without registration in the CT Train system, follow the link and register for the Session titled "Use for Previous Course Completion Verification Only (DEMHS)". Then send an email to DEMHS.TrainingandExercise@ct.gov indicating the completed prerequisites.