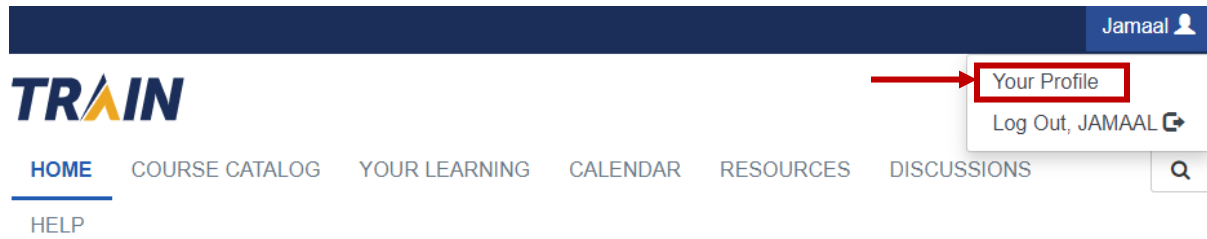


Group Code Instructions - TRAIN.ORG

- Please click the “Your Profile” link found by clicking on your name in the top right upon logging into TRAIN.



- If you already have “National/VBA MDE” listed in the Manage Groups section of your profile, please ensure it contains “**Vendor Examiner/QTC**”. If not, you will need to join by entering “**QTC654**” in the “**Join By Group Code**” text box and click Join. Please ensure to **save the changes** after adding the group code. Without QTC listed, we are unable to view your profile information or confirm training completions in TRAIN.

Join By Group Code

- This is what you should see after joining by group code QTC654.

National/VBA MDE ↓ Vendor Examiner/QTC	<input type="button" value="x"/>	<input type="button" value="edit"/>
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- Click Save

Your Profile

We recommend using the group code method as this allows us as well as any other currently listed VBA MDE vendors in this section, the ability to see your account and training records within TRAIN. If another vendor is requesting visibility of your TRAIN account, please request that they provide you their group code and add them via the Join By Group Code feature. A few of the known vendor group codes are listed below. If you are contracted with any of the below additional vendors, please add them via the Join By Group Code feature.

VBA MDE TRAIN Group Codes

QTC “QTC654”
LHI “OPTUM123”
VES “VES741”