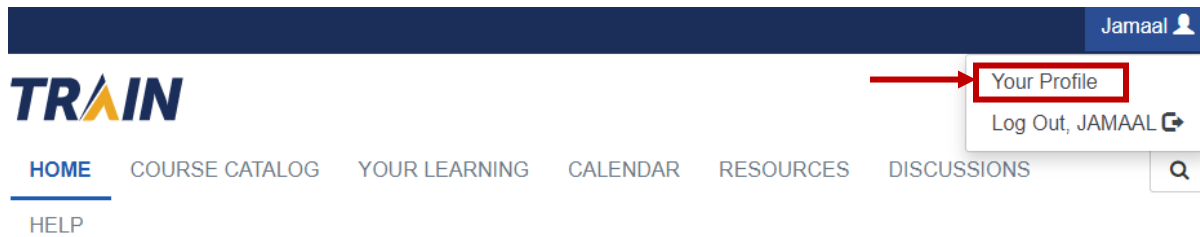


Profile Update Instructions - TRAIN.ORG

- Once you have logged in, please be sure to complete your profile information by visiting the “Your Profile” section found by clicking on your name at the top right.



- Please proceed by filling out the remaining sections with a  to complete your profile and remember to click “Save” afterward. Please refer to the below for filling out some of this requested info.

Cancel

Save

Your Profile Is incomplete



Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	
Account	
Contact	
Address	
Organization	
Professional License Number	
Professional Role	
Work Settings	
Demographic Information	
FEMA Student ID Number	
Professional Organization ID Number	
VBA MDE Examiner Specialty	
VBA MDE C & P Examinations	

Manage Groups - Please ensure this 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. Without QTC listed, we are unable to view your profile information or confirm training completions in TRAIN.

Account - We highly recommend selecting ‘**Yes**’ for both notification options. Please verify your account via the email that is triggered upon making these sections.

Contact – Enter office number

Address – Enter location address (Ensure Time Zone is correct)

Organization – Organization Name = “**QTC**”, Dept/Division & Title = “**N/A**”

Professional Role – Select “**Other**” and enter “**N/A**”

Work Settings – Select “**Other**” and enter “**N/A**”

Professional Organization ID Number – Enter **NPI #**

VBA MDE Examiner Specialty = Your specialty

VBA MDE C&P Examinations – Make selections relevant to specialty as these are required to register for some courses.

- General Medical (**All Providers**)
- General Medical–Separation Health Assessment (SHA) (**All Providers**)
- Gulf War General Medical (**All Providers**)
- Medical Opinion (**All Providers**)
- Audiological (**Audiologists**)
- Dental & Oral (**Dentistry**)
- Musculoskeletal (**General Medical/Orthopedic**)
- Psychological (**Mental Health/TBI**)
- Traumatic Brain Injury (**General Medical/Mental Health/TBI**)

- If you are asked to select a credit type upon registering for any courses in TRAIN, please refer to the below:

ACCME Non-Physician AMA PRA Category 1 Credit – For Nurse Practitioners and Physician Assistants

ACCME AMA PRA Category 1 Credits – For all MDs (**if you do not have an ABIM MOC ID, please enter all zeros in that field**)

APA Continuing Education Credit – For Mental Health providers.