

Instructions for taking the “Applying Best Practices for Reporting Medical and Health information on Birth Certificates” course and printing the required certificate.

Taking the course and printing the certificate is required for all Birth Information Specialists before they can be enrolled with an OVERS account. To take the course you must first create an account with CDC Train. The website for the course is:

<https://www.train.org/cdctrain/course/1118128/details>

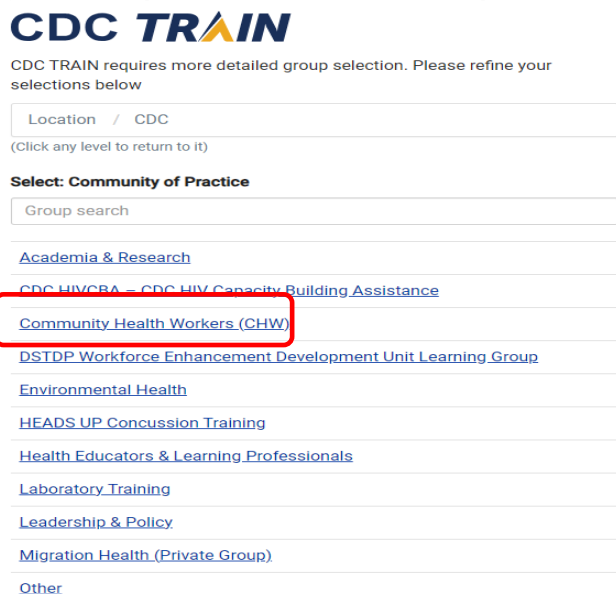
1. Click on create an account.

Applying Best Practices for Reporting Medical and Health Information on Birth Certificates (Web-based) - WB4312R

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To access this content, you first need to [create an account](#). If you already have an account, [please login](#).

2. Enter information to create your account such as login name, password, email, name, time zone, and zip code.
3. Select your Community of Practice. This generally will be Community Health Workers.



CDC TRAIN

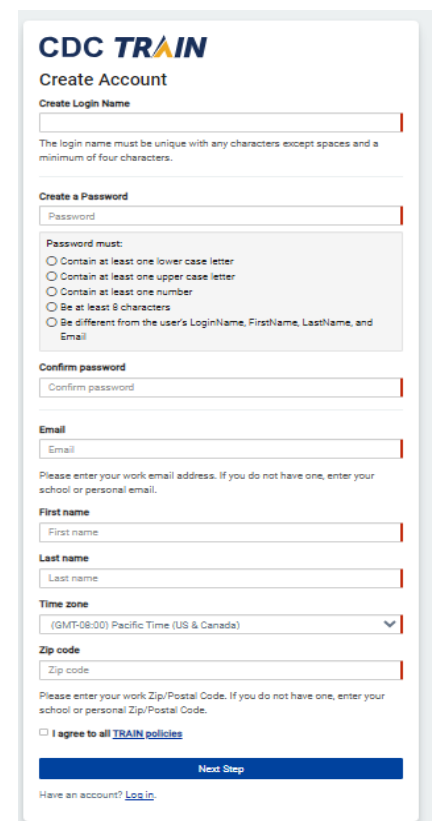
CDC TRAIN requires more detailed group selection. Please refine your selections below

Location / CDC
(Click any level to return to it)

Select: Community of Practice

Group search

- [Academia & Research](#)
- [CDC HIVCBA – CDC HIV Capacity Building Assistance](#)
- [Community Health Workers \(CHW\)](#)
- [DSTDP Workforce Enhancement Development Unit Learning Group](#)
- [Environmental Health](#)
- [HEADS UP Concussion Training](#)
- [Health Educators & Learning Professionals](#)
- [Laboratory Training](#)
- [Leadership & Policy](#)
- [Migration Health \(Private Group\)](#)
- [Other](#)



CDC TRAIN

Create Account

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a Password

Password

Password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

Confirm password

Confirm password

Email

Email

Please enter your work email address. If you do not have one, enter your school or personal email.

First name

First name

Last name

Last name

Time zone

(GMT-08:00) Pacific Time (US & Canada)

Zip code

Zip code

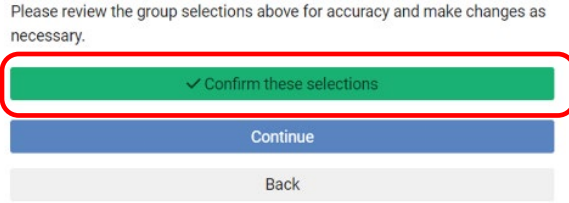
Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all [TRAIN policies](#)

Next Step

Have an account? [Log in](#)

4. Click to Confirm these selections and then click Continue.



5. Select a group.
Typically, this would be An Oregon Hospital/Healthcare System.

CDC TRAIN

Oregon TRAIN requires more detailed group selection. Please refine your selections below

Location / Oregon
(Click any level to return to it)

Select: your best fit - I work for:

Group search

- [01. The State of Oregon](#)
- [02. An Oregon Tribe](#)
- [03. An Oregon County](#)
- [04. An Oregon City](#)
- [05. An Oregon Fire District or Other EMS Response Agency](#)
- [06. An Oregon Ambulance or Medivac Services](#)
- [07. An Oregon Hospital/Healthcare System](#)
- [08. An Oregon K-12 Public School District](#)
- [09. An Oregon Public University](#)
- [10. An Oregon Community College](#)
- [11. An Oregon Private College](#)

6. Select the facility you work at or select Other if it is not listed. Then click Confirm these selections.

CDC TRAIN

Oregon TRAIN requires more detailed group selection. Please refine your selections below

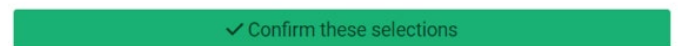
Location / Oregon / [07. An Oregon Hospital/Healthcare System](#)
(Click any level to return to it)

Select: Hospital/Healthcare System

Group search

- [Adventist Medical Center](#)
- [Ashland Community Hospital](#)
- [Bay Area Hospital](#)
- [Blue Mountain Hospital](#)
- [Blue Mountain recovery Center – BMRC](#)
- [Columbia Memorial Hospital](#)
- [Coquille Valley Hospital](#)
- [Cottage Grove Community Hospital](#)
- [Curry General Hospital](#)

Please review the group selections above for accuracy and make changes as necessary.



7. Click Finish Creating Account.

CDC TRAIN

National/Oregon
↓ [07. An Oregon Hospital/Healthcare System/Other](#)

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Finish Creating Account

8. You will receive a message that your account was successfully created. You will receive a verification email from CDC Train. Click on the link in the email to verify your email address. You will not be able to take the course until your email address is verified.

Welcome to CDC TRAIN!

Your account was successfully created.

Your login name: annuser0214

Your email address: example@hotmail.com

You can always change your name, email, and other information in your Profile.

Verification instructions

1. You will get an email from TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

If you don't want to verify your email address, [contact support](#) or [log out](#).

9. Go back to the course page at <https://www.train.org/cdctrain/course/1118128/details> and click on the Register button.

+ Register

10. Select whether or not you are interested in earning credits for the course and click Next. If you are not taking for credit, then skip to step 12.

Registration

Are you interested in earning credits?

- Interested
 Not interested

Cancel

Next

11. Select the credit type and click Next.

Registration

Select credits

You may be prompted to provide additional information depending on the credit type you select.

1.25 ACCME: Continuing Medical Education (CME)

0 ACCME: Non-Physician Continuing Medical Education (CME)

1.25 ANCC: Continuing Nursing Education (CNE)

0.1 IACET: Continuing Education Units (CEU)

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Next

12. Click Register and then click Launch.

- Play the training course video.

> Launch

✓ Mark Completed

13. After completing the training course return to the course page and click the Mark Completed button.

- You must pass the post-assessment. You will have two attempts to pass.
- Complete the evaluation.
- The Certificate button will appear once the post-assessment and evaluation are complete.

14. Click on the Certificate button to download the certificate.

- Fax this certificate along with the other documents required to be enrolled with an OVERS account to 971-673-1201 or email to CHS.OVERSuccess@oha.oregon.gov.

Certificate