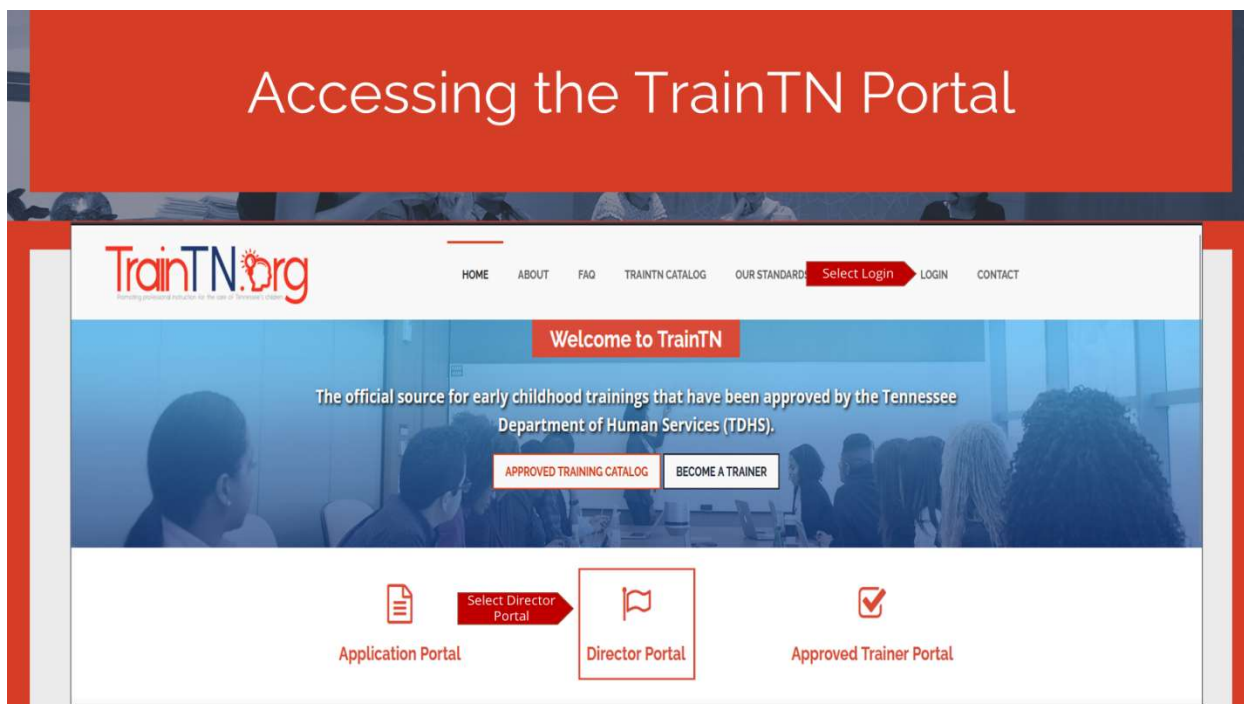


Accessing TrainTN for Directors or Designees

The **TrainTN portal** may be used by **Child Care Agency Directors or Designees** to enter early childhood training **approved** by the Tennessee Department of Human Services (TDHS).



You may access the TrainTN Portal by entering **TrainTN.org** into any browser. You can also navigate to <https://tam.sworps.tennessee.edu/TrainTN/Login.aspx>.

Next, select the **LOGIN** tab at the top of the page or select the **Director Portal**.

Enter Credentials

TrainTN.org

Sign in to TrainTN

Email Address **Enter Your Email**

Password **Enter Your Password**

[Forgot your password?](#)

☐ Remember me

Sign In **Select Sign In**

TrainTN.org

Promoting professional instruction for the care of Tennessee's children

TrainTN.org
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On the **TrainTN Portal**, enter your **Email Address**, then enter your **Password**.

Select **Sign In**.

When you registered for TNPAL, you were sent your TrainTN user ID and password. If you're having trouble finding your user ID and password, check your email spam folder or your personal email account. If you are still having trouble accessing it, [contact the TrainTN Help Desk](#).

Forgot Your Password

Quick Tips for using TrainTN can be found in the Training Guide | [Directors](#) | [Designees](#)

Sign in to TrainTN

Email Address

Password

[Forgot your password?](#) **Select Forgot Your Password**

☐ Remember me

Sign In

Forgot your password?

Please enter your email address below and click submit for password reset instructions.

knicho38@utk.edu **Enter Your Email Address**

Cancel **Select Submit** **Submit**

You can reset your **Password** on the TrainTN Portal.

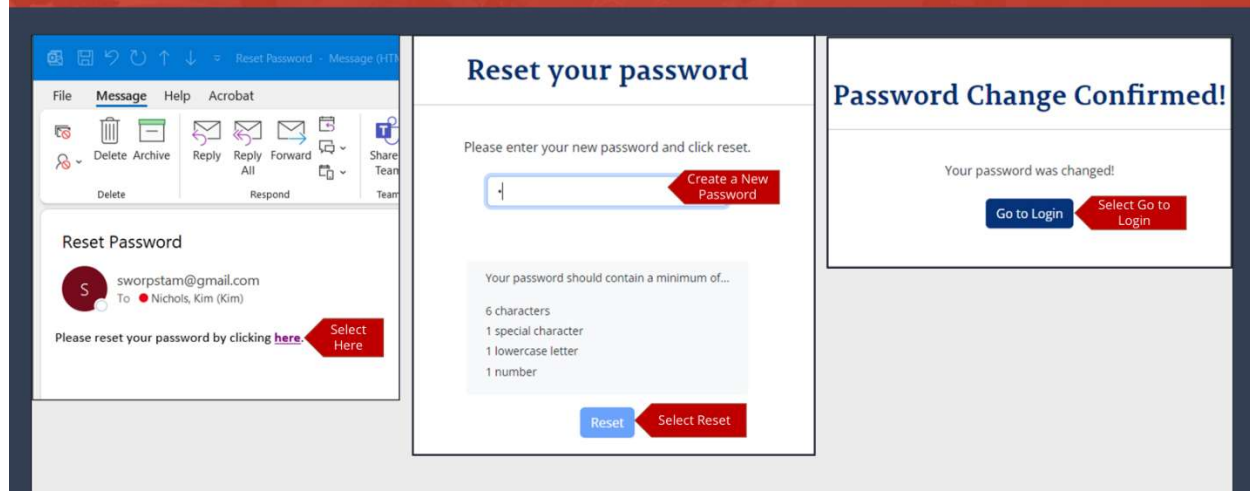
Select **Forgot Your Password** link.

A window will open.

Enter your **Email Address** in the **Forgot Your Password** window.

Select the **Submit** button.

Forgot Your Password



You will receive an email from TAM Support which has a link you will select to continue to reset your password.

Select the **Here** link.

A new window will open.

Create a new **Password**. Your password should contain a minimum of 6 characters, 1 special character, 1 lowercase letter and 1 number.

Then, select the **Reset** link.

You will receive a **Password Change Confirmation**, select the **Go to Login** to continue to TrainTN.

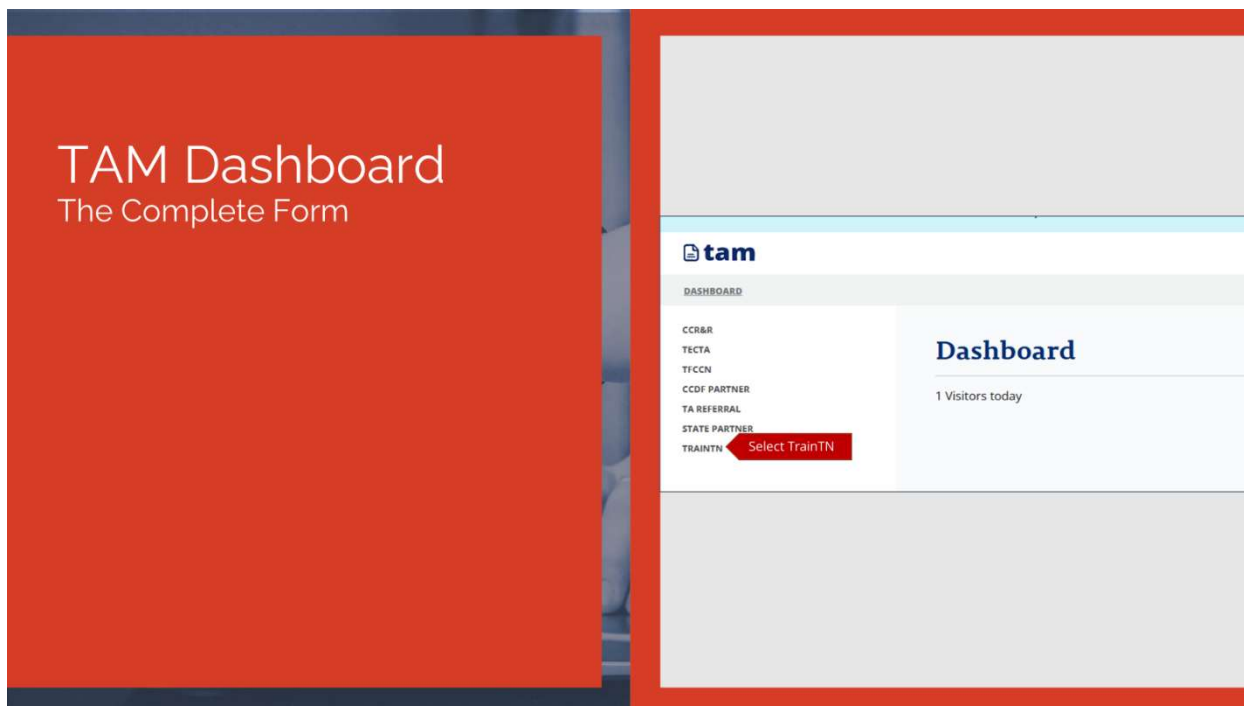
Terms of Usage Agreement



The first time you access the **TrainTN** portal, the **TrainTN Terms of Usage** screen will display.

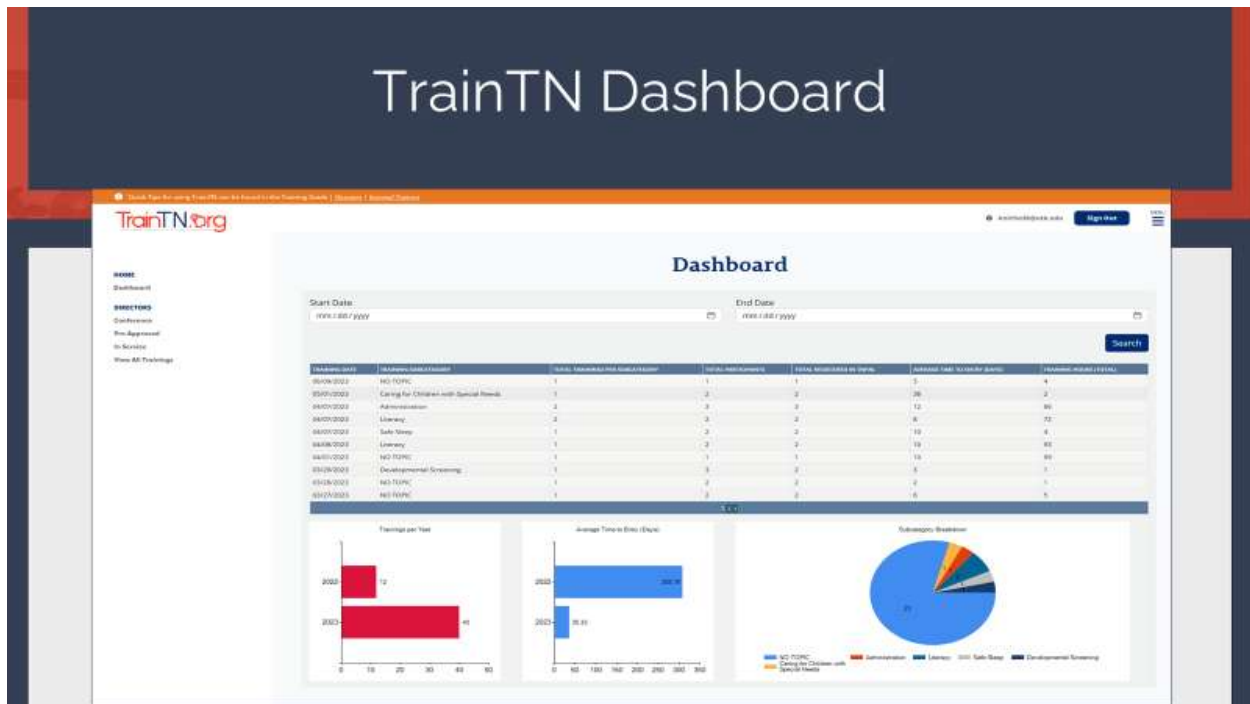
Once you have read and agree with the terms, select **I AGREE**.

The **Terms of Usage** screen will only appear again if the terms have been updated.



On the TrainTN Dashboard, select **TrainTN** from the navigation menu on the left side of the screen.

TrainTN Dashboard



On the **TrainTN Dashboard**, you will be able to access the **Conference, Pre-Approved, In-Service Collection** forms. You will also be able to **View All Trainings** submitted. You will be able to access the **TrainTN** program website.

The **TrainTN Dashboard** will allow you to view training statistics in spreadsheet form and vibrant charts.

The Complete Form

Select
Conference

Select **Conference** to enter **Conference** and **Events** training records.

Conference Data Collection Form

The screenshot shows the TrainTN.org website interface. On the left is a sidebar with navigation links: HOME, Dashboard, DIRECTORS, Conference, Pre-Approval, In Service, and View All Trainings. The main content area is titled 'CONFERENCE DATA COLLECTION FORM'. It contains several input fields and dropdown menus. Red arrows highlight specific areas: 'Enter Training Date' points to the 'Training Date' field; 'Select Conference' points to the 'Select Conference' dropdown; 'Select Facility' points to the 'Facility Trained' dropdown; and 'Enter Comments' points to the 'Comments' text area. The form also includes fields for 'Trainer ID', 'Trainer Name', 'Delivery Method', 'Delivery Time', 'Type', and 'Category'.

To enter **Conference training records**, populate the **Conference Data Collection Form**.

Begin by entering or selecting the **Training Date**.

In the Trainer Information section, the **Trainer ID** and **Trainer Name** will auto-populate.

In the Conference Information section, begin by selecting the **Conference** from the dropdown list.

If you have multiple facilities, select Facility **Trained** from the dropdown list.

The **Delivery Method**, **Delivery Time**, **Training Type** and **Training Category** will auto-populate based on the **Conference** selected.

Enter any **Comments** regarding the training.

Finally, scroll down to complete the bottom portion of the form.

Pre-Approved Data Collection Form

The Complete Form

PRE-APPROVED AGENCY TRAINING DATA COLLECTION FORM

Training Date: 02/01/2024

Trainer ID: [Select] Trainer Name: Kim Nichols

Training Information

Topic: CPR, AED, and First Aid

Event Agency: American Heart Association

Training Facility: Future's Place

Topic: Health, Safety, and Nutrition

Summary:

Select Participants

Participant ID	Participant Name	Participant Email	Participant Phone	Participant Address	Participant City	Participant State	Participant Zip	Participant Status
001	JOHN	JOHN@EXAMPLE.COM	555-123-4567	123 Main St	Anytown	CA	90210	SELECT
002	JANE	JANE@EXAMPLE.COM	555-123-4568	123 Main St	Anytown	CA	90210	SELECT
003	JOHN	JOHN@EXAMPLE.COM	555-123-4569	123 Main St	Anytown	CA	90210	SELECT
004	JANE	JANE@EXAMPLE.COM	555-123-4570	123 Main St	Anytown	CA	90210	SELECT
005	JOHN	JOHN@EXAMPLE.COM	555-123-4571	123 Main St	Anytown	CA	90210	SELECT
006	JANE	JANE@EXAMPLE.COM	555-123-4572	123 Main St	Anytown	CA	90210	SELECT
007	JOHN	JOHN@EXAMPLE.COM	555-123-4573	123 Main St	Anytown	CA	90210	SELECT
008	JANE	JANE@EXAMPLE.COM	555-123-4574	123 Main St	Anytown	CA	90210	SELECT
009	JOHN	JOHN@EXAMPLE.COM	555-123-4575	123 Main St	Anytown	CA	90210	SELECT
010	JANE	JANE@EXAMPLE.COM	555-123-4576	123 Main St	Anytown	CA	90210	SELECT
011	JOHN	JOHN@EXAMPLE.COM	555-123-4577	123 Main St	Anytown	CA	90210	SELECT
012	JANE	JANE@EXAMPLE.COM	555-123-4578	123 Main St	Anytown	CA	90210	SELECT
013	JOHN	JOHN@EXAMPLE.COM	555-123-4579	123 Main St	Anytown	CA	90210	SELECT
014	JANE	JANE@EXAMPLE.COM	555-123-4580	123 Main St	Anytown	CA	90210	SELECT
015	JOHN	JOHN@EXAMPLE.COM	555-123-4581	123 Main St	Anytown	CA	90210	SELECT
016	JANE	JANE@EXAMPLE.COM	555-123-4582	123 Main St	Anytown	CA	90210	SELECT
017	JOHN	JOHN@EXAMPLE.COM	555-123-4583	123 Main St	Anytown	CA	90210	SELECT
018	JANE	JANE@EXAMPLE.COM	555-123-4584	123 Main St	Anytown	CA	90210	SELECT
019	JOHN	JOHN@EXAMPLE.COM	555-123-4585	123 Main St	Anytown	CA	90210	SELECT
020	JANE	JANE@EXAMPLE.COM	555-123-4586	123 Main St	Anytown	CA	90210	SELECT

Submit

Select Pre-Approved to enter **Pre-Approved Agency Training**.

Pre-Approved Agency Training Data Collection Form

The screenshot shows the 'Pre-Approved Agency Training Data Collection Form' interface. The form is divided into three main sections: Training Date, Trainer Information, and Training Information. Red callout boxes highlight specific fields and actions:

- Training Date:** A red box labeled 'Enter Training Date' points to the 'Training Date' field, which currently shows '02/01/2024'.
- Trainer Information:** The 'Trainer ID' field is populated with 'knicho38@utk.edu' and the 'Trainer Name' dropdown is set to 'Kim Nichols'.
- Training Information:**
 - The 'Title' field is highlighted with a red box labeled 'Enter Training Title'.
 - The 'Select Agency' dropdown is highlighted with a red box labeled 'Select Agency'.
 - The 'Facility Trained' dropdown is highlighted with a red box labeled 'Select Facility Trained'.
 - The 'Delivery Time' field is highlighted with a red box labeled 'Enter Delivery Method and Time'.
 - The 'Type' dropdown is highlighted with a red box labeled 'Select Training Type'.
 - The 'Subcategory' dropdown is highlighted with a red box labeled 'Select Subcategory'.
 - The 'Comments' field is highlighted with a red box labeled 'Enter Comments'.

To enter **Pre-Approved Agency** training records, populate the **Pre-Approved Agency Data Collection Form**.

Begin by entering or selecting the **Training Date**.

The **Trainer ID** and **Trainer Name** will auto-populate in the **Trainer Information** section.

In the Training Information section, enter the **Training Title**. Enter the exact name of the training so that the resulting record will be correct.

Select the **Agency** from the dropdown list.

Again, if you have multiple facilities, select **Facility Trained** from the dropdown list.

Next, select the **Delivery Method** from the dropdown list.

Enter the **Delivery Time**, this is the time spent delivering the training, it doesn't include trainer preparation or travel time. Enter the time as 4 characters in the **HH:MM** method.

Select the **Training Type** from the dropdown list.

Then select the **Training Subcategory** based on the **Training Type** you previously selected.

Enter any **Comments** regarding the training.

Finally, scroll down to complete the bottom portion of the form.

In-Service Data Collection Form

The Complete Form

The screenshot shows the 'IN-SERVICE DATA COLLECTION FORM' on the TrainTN.org website. The interface includes a sidebar with navigation links: HOME, Dashboard, My Profile, My Agency, My Training, My In-Service, My In-Service Data, My In-Service Data Collection Form, My In-Service Data Collection Form History, My In-Service Data Collection Form Settings, My In-Service Data Collection Form Help, and My In-Service Data Collection Form About. The main content area is titled 'IN-SERVICE DATA COLLECTION FORM' and contains several sections: 'Training Date' with a date picker set to 02/11/2024; 'Select In-Service' dropdown menu; 'Training Information' section with fields for 'Topic' (Supporting Children with Stress), 'Facility' (In-School Care), 'Delivery Method' (Face-to-Face), 'Type' (Child Development and Learning), and 'Outcomes' (Mental Health); and a 'Select Participants' table. The table has columns for 'Participant ID', 'First Name', 'Last Name', 'Email', and 'Phone'. The table contains 10 rows of participant data.

Participant ID	First Name	Last Name	Email	Phone
0001	John	Doe	john.doe@traintn.org	555-123-4567
0002	Jane	Doe	jane.doe@traintn.org	555-123-4568
0003	John	Doe	john.doe@traintn.org	555-123-4569
0004	Jane	Doe	jane.doe@traintn.org	555-123-4570
0005	John	Doe	john.doe@traintn.org	555-123-4571
0006	Jane	Doe	jane.doe@traintn.org	555-123-4572
0007	John	Doe	john.doe@traintn.org	555-123-4573
0008	Jane	Doe	jane.doe@traintn.org	555-123-4574
0009	John	Doe	john.doe@traintn.org	555-123-4575
0010	Jane	Doe	jane.doe@traintn.org	555-123-4576

Select **In-Service** to enter **In-Service** training records.

Inservice Data Collection Form

The screenshot shows the 'IN-SERVICE DATA COLLECTION FORM' on the TrainTN.org website. The form is divided into three main sections: Training Date, Trainer Information, and Training Information. Red arrows point to specific input fields with labels: 'Enter Delivery Date' for Training Date, 'Enter Training Title' for Title, 'Select Facility' for Facility Trained, 'Enter Delivery Time' for Delivery Time, 'Select Training Type' for Type, 'Select Training Subcategory' for Subcategory, and 'Enter Comments' for Comments.

To enter **In-Service training records**, populate the **In-Service Data Collection Form**.

Begin by entering or selecting the **Training Date**.

The **Trainer ID** and **Trainer Name** will auto-populate in the **Trainer Information** section.

In the Training Information section, enter the **Training Title**. Enter the exact name of the training course so that the resulting record is correct.

Again, if you have multiple facilities, select **Facility Trained** from the dropdown list.

Then, select the **Delivery Method** from the dropdown list.

Enter the **Delivery Time**. This is the time spent delivering the training, it doesn't include trainer preparation or travel time. Enter the time as 4 characters in the HH:MM method.

From the dropdown list, select the **Training Type**.


Then select the **Training Subcategory** based on the **Training Type** you previously selected.

Enter any **Comments** regarding the training.

Finally, scroll down to complete the bottom portion of the form.

Training Collection Form- Selecting Participants

Two Methods to Enter
Participant Data



The bottom portion of the **Collection Form** is used to select participant information.

Participant information may be entered by two methods: Select All Participants or Individually Select Participants.

The first method is selecting all participants.

A list of participants will be displayed at the bottom of the collection form.

The Participant List is populated from TNPAL with staff members that are linked to your child care facility.

If you need to enter training records for all your staff members, select the Select All checkbox.

Then, select **Submit** to submit the records.













You can also select the **Select All** checkbox, then deselect participants that were not participants of the training.

Training Collection Form- Selecting Participants

Two Methods to Enter
Participant Data

Individually Select Participants

Select Participants

Select	Picture	Last Name	First	TRAIN ID	PASSED/FAILED	CERTIFICATE NUMBER	EXPIRATION DATE
<input checked="" type="checkbox"/>		JOHN	DOESNOT	JOHNDOESNOT12345	FAILED	C0123456789	12/2025
<input checked="" type="checkbox"/>		JULIE	MATTHEWS	DOESNOTDOESNOT12345	FAILED	C0234567891	12/2025
<input checked="" type="checkbox"/>		PATRICK	WAS	DOESNOTDOESNOT12345	FAILED	C0345678912	12/2025
<input checked="" type="checkbox"/>		DOROTHY	ALEXANDER	DOESNOTDOESNOT12345	FAILED	C0456789123	12/2025
<input checked="" type="checkbox"/>		JIM	WILLIAMSON	DOESNOTDOESNOT12345	FAILED	C0567891234	12/2025
<input type="checkbox"/>		KANE	JOYCE	PASSEDDOESNOT12345	SELECT		
<input type="checkbox"/>		EDNA	JAMES	DOESNOTDOESNOT12345	SELECT		
<input type="checkbox"/>		TINA	LOHMEYER	DOESNOTDOESNOT12345	SELECT		10/1/2025
<input type="checkbox"/>		Hudson	STEVENS	DOESNOTDOESNOT12345	SELECT		10/1/2025
<input type="checkbox"/>		BOB	BARBER	PASSEDDOESNOT12345	SELECT		10/1/2025
<input type="checkbox"/>		BLUE	BOB	DOESNOTDOESNOT12345	SELECT		10/1/2025
<input type="checkbox"/>		TAMI	THORN	DOESNOTDOESNOT12345	SELECT		10/1/2025

Select Submit

Submit

The second method of entering participant information is to individually select participants.

On the collection form, select the participants from your staff list by selecting the checkbox next to their name.

When entries are complete, select **SUBMIT** to submit the training.

Note: When entering CPR training records, you can enter your staff's CPR certificate number and expiration date.

When you select Health, Safety, and Nutrition Type and First Aid and CPR Subcategory in the Training Information section, Certificate textboxes will appear in the participant list.

Begin by selecting **Pass** or **Fail** from the **Passed/Failed** dropdown list.

Next, enter their CPR **Certificate Number**.

Then, enter the **Expiration Date**.

View All Trainings

Quick Tips for using TrainTN can be found in the Training Guide | Dashboard | General Trainings

TrainTN.org knichv33@utk.edu Sign Out

SUBMITTED TRAININGS

Enter based on Training ID, Start Date, End Date, Category, Delivery Method

Training ID: Start Date: End Date:

Category: Delivery Method:

Select Search Search

Select View All Training

Select the Edit button

TRAINING DATE	TRAINER	TRAINING TITLE	TIME	STATUS
02/02/2024	KIM NICHOLS	CELEBRATING CHILDREN	03:00	SUBMITTED TO TNPA
02/07/2024	KIM NICHOLS	MENTAL HEALTH TRAINING	02:00	SUBMITTED TO TNPA

1 2 3 4 5 6 7 8 9 10 ...

The **View All Trainings** feature allows you to see the list of training courses you have submitted. It also allows you to **Edit or Delete** submitted training records.

Select **View Submitted In-Service** to view submitted training.

You can search for training records by entering the **Training ID**.

You can also search by **Start Date** or **Start** and **End Date** range.

You can also search by **Category** and/or **Delivery Method**.

You can use a combination of the search criteria, which will display results based on the search criteria used.

Begin by entering the **search criteria** based on the training record you need to find. For example: if you are searching for a training record based on a particular date, enter the training date in the **Start Date** textbox in **MM/DD/YYYY** format.

Next, select **Search**.

Training records matching the **Start Date** will appear at the bottom of the page.

Select the **Select** button beside the training record you would like to update.

View Trainings

Edit/Delete Training Information

TRAINING DATA EDIT RECORD

Training Date: 02/01/2024

Trainer Information: Training ID: 1495, Trainer ID: kricha38@bush.edu, Trainer Name: Kim Krichols

Training Information: Training Title: CPR, AED, and First Aid, Training Type: In-Jury Day Care, Agency: American Heart Association, Training Method: Face to Face, Training Time: 03:00, Training Category: Pre-Approved Agency, Training Type: Health, Safety, and Nutrition, Training Subcategory: First Aid and CPR

Comments:

Training Participants:

NAME	EMAIL	PHONE	TRAINING DATE
CELIA BENTON	CELIA.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JUSTIN BENTON	JUSTIN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024
JOHN BENTON	JOHN.BENTON@BUSH.EDU	817-358-1111	02/01/2024

Select Update Update

You will be taken to the **Training Data Edit Record** form, where you can make any changes to the training record.

In the Training Information section, you make the changes to the Training Information you previously entered.

After making the necessary changes, select **Update Training**.

View Trainings
Edit/Delete Training Information

[illegible]

You can make edits or delete the training participants.

To edit a training participant, select **Edit** next to the participant you need to change.

To add a participant's **TNPAL ID**, select the **Validate Participant** button. A list of participants matching the First and Last Name and/or Email Address will appear at the bottom of the screen. Choose the participant by selecting the **Select** button.

You can change the person's **First** and **Last Name** and/or **Email Address** by entering the information in the textboxes.

Once all changes have been made, select the **Update** button.

You can select the **Add More Participants** button to add additional training participants.

An **Update** button will appear at the bottom of the screen, select the **Update** button to record the changes you made.

Change Your Password

The screenshot displays the TrainTN user interface. At the top, there is a navigation bar with a 'Sign Out' button and a 'MENU' button. Below the navigation bar, there is a 'Manage Account' section with a 'CHANGE PASSWORD' link. To the right, the 'Change Your Password' form is shown, featuring fields for Email, Old Password, New Password, and Confirm New Password, each with a red arrow indicating the next step.

To **Change Your Password**, select the **Navigation Menu**.

Select **Settings**.

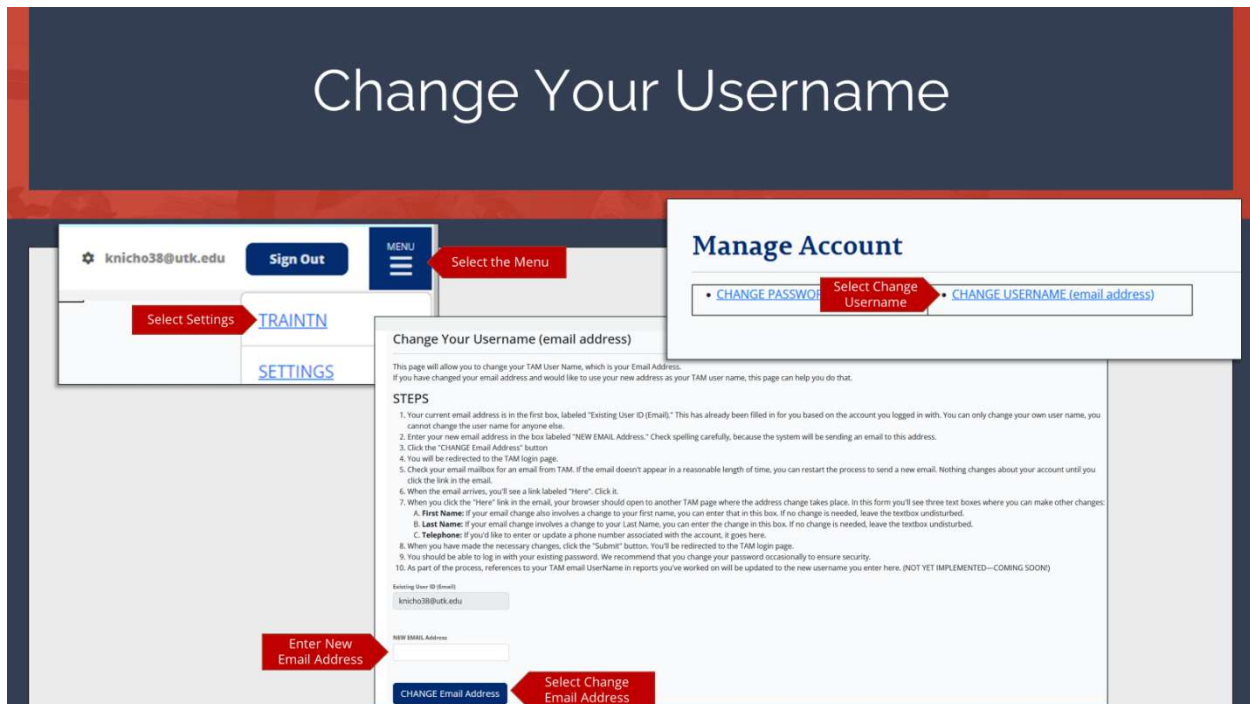
On the **Manage Account** screen, select **Change Password** link.

On the **Change Your Password** screen, begin by entering your **Email Address**.

Next, enter your **Old Password**.

Then, create a **New Password** and **Confirm** the **New Password**.

Select the **Change Password** link.



To **Change Your Username**, select the **Navigation Menu**.

Select **Settings**.

On the **Manage Account** screen, select **Change Username (Email Address)** link.

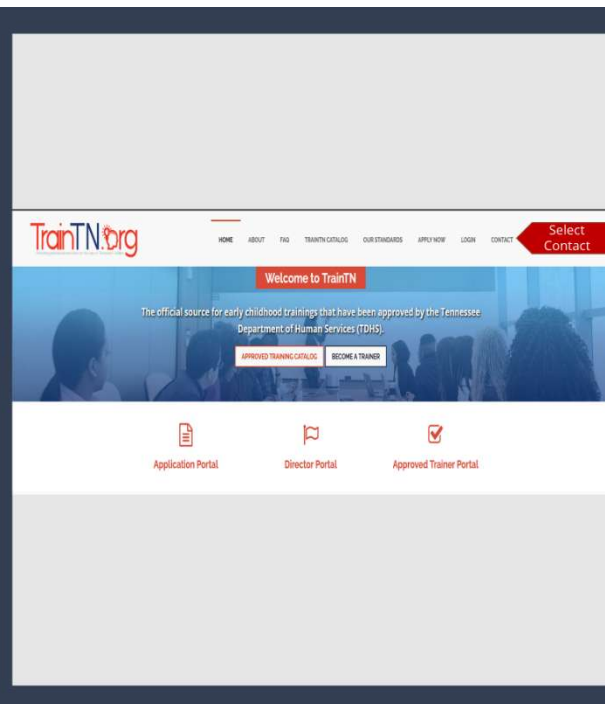
On the **Change Your Username** screen, your **Existing User ID (Email)** displays.

Then, enter your **New Email Address**.

Select the **Change Email Address** button.

For Help

Contact the
TrainTN.org
Help Desk



For additional help, you may contact the **TrainTN Help Desk** by accessing the website ([TrainTN.org](https://www.traintn.org)) and selecting the **Contact** tab at the top right of the page or **Contact the TrainTN.org Help Desk** from the **TrainTN Login** page.