

# Immunization Course for Childcare Providers in Colorado Signup Procedure

## Creating an Account with CO.Train

1. To sign up for the Immunization Course for Childcare Providers course, logon to the website: [www.co.train.org](http://www.co.train.org).
2. You must first create an account by clicking on “Create Account” under Member Login on the left side of the page under the Home tab.
3. Review the CO.Train polices and check the box agreeing to the policies. Click the **Next** button.
4. Fill out the information page to create your login name and password. Each field must be filled out beside the optional fields on the right side of the screen.
  - a. Under the **Organization name** and **Department/ Division** fields, enter the word *none*. Click the **Next** button.
  - b. Select the region of your work place under the drop down menu after referring to the region map. Then, select the county under the county drop down menu. Click the **Next** button.
  - c. Answer the question pertaining to the Medical Reserves corps by selecting “yes” or “no.” Click the **Next** button.
  - d. Answer the question pertaining to additional CDC Training by selecting the “no” option. Click the **Next** button.
  - e. Select your professional role, Childcare Provider. Click the **Next** button.
  - f. Select your work setting. Click the **Next** button.
  - g. Enter your demographic information. Click the **Next** button.
  - h. Your account has been created. Click the **Continue** button.

## Registering for the Course

1. Once you are logged into your account, click on the **Search** at the top left-hand side of the screen.
2. Click on the **Search** option.
3. Enter *Immunization Course for Childcare Providers* and select the “Course Title” option. Click the **Search** button.
4. Select the *Immunization Course for Childcare Providers*; it should be the only option.
5. The next screen will give you the course information and description. The course ID should be **1025057**.
6. Click on the **Registration** tab. Under the “Select Credit Type” drop down menu, select **Contact Hours**. Click the **Launch** button and begin the course.

## Navigating the On-Line Course

1. To move from page to page, click on the **arrow keys** at the top of the page.

2. The **Home** button brings you back to the first page.
3. Clicking on a link brings up a separate window for viewing purposes. Exit out of the link window to return to the course.
4. If you need technical assistance for CoTrain, please call 303-692-2763. For Immunization assistance call 303-692-2700 and ask for assistance with the Child Immunization Course.