



pennie[®]



TrainPA Account Creation & Profile Update Guide

Overview

Pennie uses the TrainPA platform to host the mandatory Broker Certification Training course. Brokers *new to Pennie* will need to **create a TrainPA account** to be able to take the course. Brokers *currently certified* will need to **add their PA License number to their TrainPA account**, if not added already.

Jump to:

Account creation

Account Creation

To create your TrainPA account, go to TrainPA.org, and click Create account at the bottom of the login box:

Adding the group code

Joining the Pennie Learning Group

In your profile settings, you will notice the multiple **!** alerts, indicating that section of your profile needs attention. Before navigating to any of those tabs, you will first need to join the Pennie Brokers learning group:

Adding PA License to account

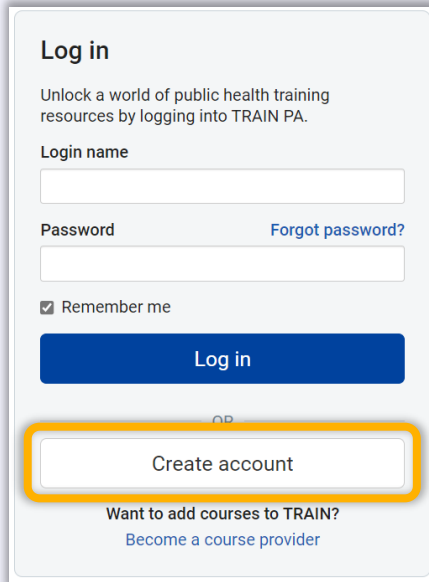
Adding your PA License Number

To add your PA License Number to your account, select *Professional License Number* along the left-hand side, then click on the *Add a License Number* button:

It is your responsibility to ensure the information entered on your TrainPA and Pennie accounts mirror each other *exactly*, or there will be delays in your certification.

Account Creation

To create your TrainPA account, go to TrainPA.org, and click *Create account* at the bottom of the login box:



Log in

Unlock a world of public health training resources by logging into TRAIN PA.

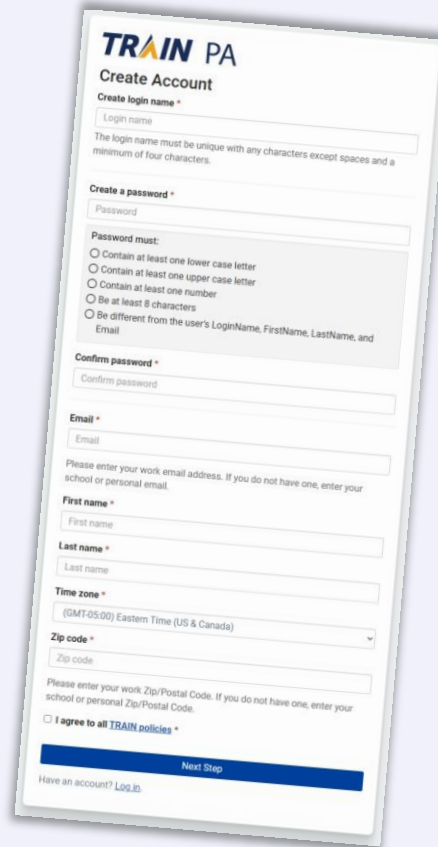
Login name

Password [Forgot password?](#)

Remember me

OR

Want to add courses to TRAIN?
[Become a course provider](#)



TRAIN PA
Create Account

Create login name *
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
 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-05:00) Eastern 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 *

Have an account? [Log in](#)

Account Creation

On the next page, select the county you are based out of:

Confirm your selection to move to the next page:



Pennsylvania Required Group Selection

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

Location / Pennsylvania


(Click any level to return to it)

Select: County

Group search

[Adams](#)

[Allegheny](#)



Pennsylvania Required Group Selection

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

Location / Pennsylvania / [Cumberland](#)

(Click any level to return to it)

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

[✓ Confirm these selections](#)

[Back](#)

Account Creation

When prompted for your *Functional Role*, select “Other public health (my functional role not listed):”

Confirm your selection:

TRAIN PA
Pennsylvania Required Group Selection

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

National/Pennsylvania
↓ Cumberland

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania
/ [Other public health professional \(my functional role isn't listed\)](#)

(Click any level to return to it)

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

✓ Confirm these selections

Back

TRAIN PA
Pennsylvania Required Group Selection

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

National/Pennsylvania
↓ Cumberland

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

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

Select: Functional Role

Group search

[RHSE](#)

[Emergency Management](#)

[EMS](#)

[Medical Marijuana Dispensary](#)

[Medical Marijuana Grower/Processor](#)

[Military and Family Behavioral Health \(Main\)](#)

Non-EMS

[Other public health professional \(my functional role isn't listed\)](#)

[PA Academy of Family Physicians - PAFP](#)

[PA Home Health Care](#)

[PA Laboratories](#)

[PA LTC RISE](#)

[PA School Personnel \(Act 48\)](#)

[PA State Fire Academy \(PSFA\)](#)

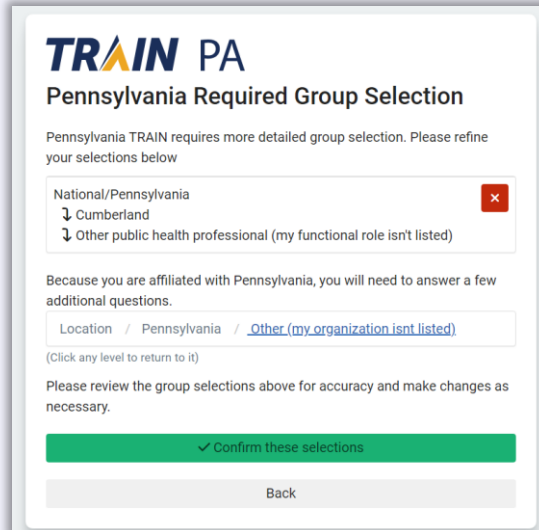
[Pennsylvania State Medical Assistance Team \(SMAT\)](#)

Back

Account Creation

When prompted for your *Organization*, select “Other (my organization not listed):”

Confirm your selection:



TRAIN PA
Pennsylvania Required Group Selection

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

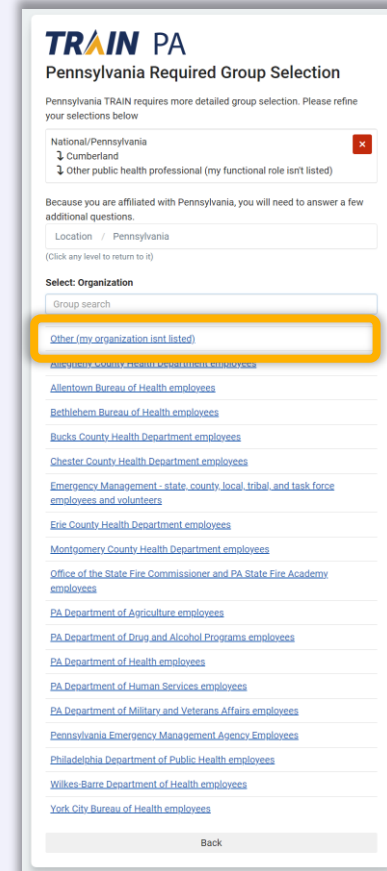
National/Pennsylvania
↓ Cumberland
↓ Other public health professional (my functional role isn't listed)

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania / [Other \(my organization isn't listed\)](#)

(Click any level to return to it)

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



TRAIN PA
Pennsylvania Required Group Selection

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

National/Pennsylvania
↓ Cumberland
↓ Other public health professional (my functional role isn't listed)

Because you are affiliated with Pennsylvania, you will need to answer a few additional questions.

Location / Pennsylvania

(Click any level to return to it)

Select: Organization

Group search

[Other \(my organization isn't listed\)](#)

[Allentown Bureau of Health employees](#)

[Bethlehem Bureau of Health employees](#)

[Bucks County Health Department employees](#)

[Chester County Health Department employees](#)

[Emergency Management - state, county, local, tribal, and task force employees and volunteers](#)

[Erie County Health Department employees](#)

[Montgomery County Health Department employees](#)

[Office of the State Fire Commissioner and PA State Fire Academy employees](#)

[PA Department of Agriculture employees](#)

[PA Department of Drug and Alcohol Programs employees](#)

[PA Department of Health employees](#)

[PA Department of Human Services employees](#)

[PA Department of Military and Veterans Affairs employees](#)

[Pennsylvania Emergency Management Agency Employees](#)

[Philadelphia Department of Public Health employees](#)

[Wilkes-Barre Department of Health employees](#)

[York City Bureau of Health employees](#)

Account Creation

Review your selections before selecting “Finish Creating Account:”



The screenshot shows a web form for 'TRAIN PA' with the title 'Pennsylvania Required Group Selection'. It features a dropdown menu with the following options: 'National/Pennsylvania', 'Other (my organization isnt listed)', 'Cumberland', and 'Other public health professional (my functional role isn't listed)'. A red 'x' icon is visible in the top right corner of the dropdown. Below the dropdown are two buttons: a light gray 'Back' button and a dark blue 'Finish Creating Account' button.

At this point, you will be prompted to go to your email and click on the account confirmation link to sign back in.


Account Creation

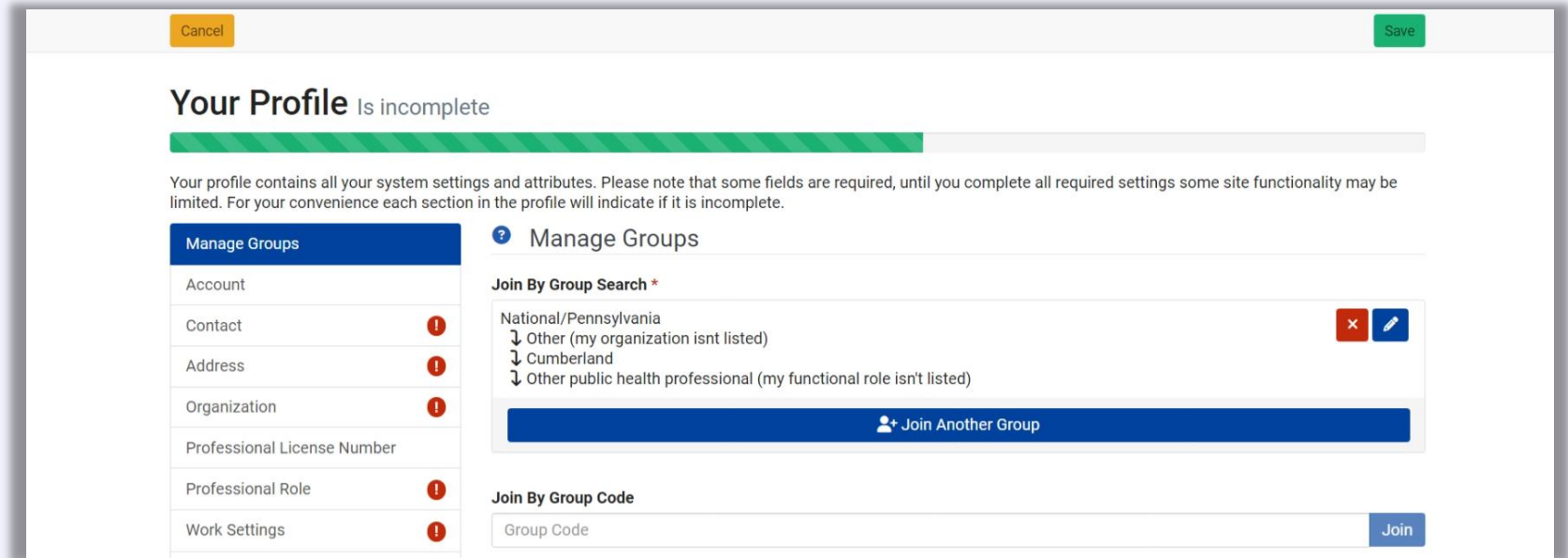
Once on your account homepage, click on either of the **links** shown below to finish your account setup.

If you already have an account, click the **profile icon** in the top right corner.

The screenshot displays the TRAIN PA website interface. At the top right, there are two buttons: "Notifications 1" (highlighted with a yellow border) and "Pennie" with a profile icon. The main header features the TRAIN PA logo on the left and logos for the Pennsylvania Department of Health and PEMA Emergency Management Agency on the right. Below the header is a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING (highlighted), CALENDAR, RESOURCES, DISCUSSIONS, and HELP, along with a search icon. The main content area is divided into two sections. The "Announcements" section on the left features a photo of two women, one in a uniform, and a text announcement by Debra Fleagle dated Jan 5, 2024, regarding protocol education. The "Notifications" section on the right contains a single notification: "Your profile is incomplete", which is highlighted with a yellow border. At the bottom of the announcements section, there are navigation arrows and a "1 of 3" indicator. At the bottom of the notifications section, there is a "1 Notification" indicator.

Joining the Pennie Learning Group

In your profile settings, you will notice the multiple  alerts, indicating that section of your profile needs attention. Before navigating to any of those tabs, you will first need to join the Pennie Brokers learning group:



The screenshot shows a user profile settings page. At the top, there are 'Cancel' and 'Save' buttons. The main heading is 'Your Profile Is incomplete', followed by a progress bar that is partially filled with green. Below this, a message states: '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.'

On the left, a 'Manage Groups' sidebar lists several profile sections, each with a red exclamation mark icon indicating it is incomplete: Account, Contact, Address, Organization, Professional License Number, Professional Role, and Work Settings.

The main content area is titled 'Manage Groups' and contains two sections:

- Join By Group Search ***: A search box containing 'National/Pennsylvania' with a dropdown menu showing 'Other (my organization isnt listed)', 'Cumberland', and 'Other public health professional (my functional role isn't listed)'. There are 'x' and 'edit' icons to the right of the search box. Below this is a blue button labeled 'Join Another Group' with a person icon.
- Join By Group Code**: A text input field labeled 'Group Code' with a 'Join' button to its right.

Joining the Pennie Learning Group

In the *Join By Group Code* box, enter **penniebroker** and click *Join*:

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	

Manage Groups

Join By Group Search *

National/Pennsylvania ✕ ✎

- ↓ Other (my organization isnt listed)
- ↓ Cumberland
- ↓ Other public health professional (my functional role isn't listed)

👤 **Join Another Group**

Join By Group Code

penniebroker Join

Joining the Pennie Learning Group

Your profile should now reflect that you've joined the *Pennie Users/New Brokers* group:

Join By Group Search *

National/Pennsylvania


↓ Other (my organization isnt listed)

↓ Cumberland

↓ Pennie Users/New Brokers

↓ Other public health professional (my functional role isn't listed)



 Join Another Group

Adding your PA License Number

To add your PA License Number to your account, select *Professional License Number* along the left-hand side, then click on the *Add a License Number* button:

The screenshot shows a user profile page with a navigation menu on the left and a main content area. The navigation menu includes: Manage Groups, Account, Contact (with a red exclamation mark), Address (with a red exclamation mark), Organization (with a red exclamation mark), Professional License Number (highlighted in blue), Professional Role (with a red exclamation mark), and Work Settings (with a red exclamation mark). The main content area is titled 'Your Profile' with a sub-header 'Is incomplete' and a green progress bar. Below this is a message: '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.' The 'Professional License Number' section is expanded, showing a blue button with a plus sign and the text '+ Add a License Number'. A note '(Fields marked below are required)' is visible in the top right of the section. The page has 'Cancel' and 'Save' buttons at the top.

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 !

Professional License Number (Fields marked below are required)

+ Add a License Number

Adding your PA License Number

From the *License Type* dropdown, select “Other:”

From the *License Sub Type* dropdown, select “Other:”

Then, in the *License Number* box, enter your 6-digit **PA License Number**, *not* your National Producer Number (NPN):

Click the green checkbox when done.

Your account should appear as follows:

Professional License Number (Fields marked below are required)

Add License Number ✖ ✔

License Type * Other

License Sub Type * Other

License Number * [PA License Number (NOT NPN)]

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

Professional License Number (Fields marked below are required)

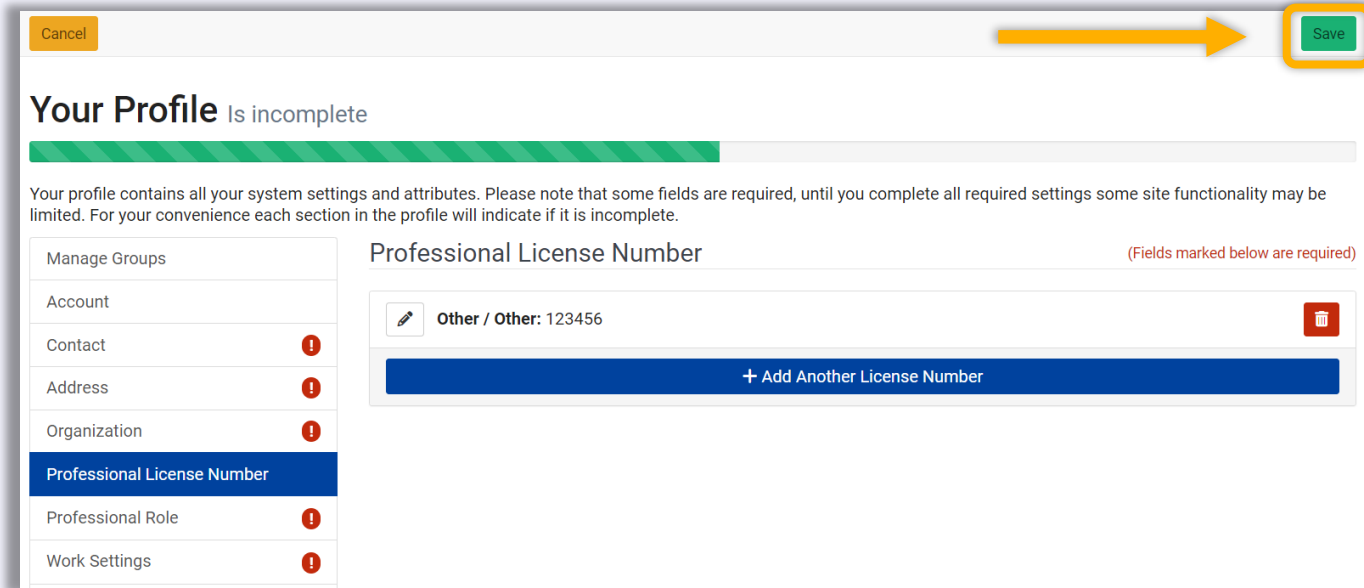
✎ Other / Other: 123456 ✖ ✔

+ Add Another License Number

Finishing your Profile

After your license has been added, go through each box with an  alert and enter the required information.

Before returning to the homepage, **you must click the Save button** or all changes will be lost:



The screenshot shows a user profile page titled "Your Profile" which is marked as "incomplete". A progress bar at the top is partially filled with green. A yellow arrow points from the right side of the page towards a green "Save" button in the top right corner, which is also enclosed in a yellow box. The page content includes a sidebar menu on the left with items: Manage Groups, Account, Contact (with a red exclamation mark), Address (with a red exclamation mark), Organization (with a red exclamation mark), Professional License Number (highlighted in blue), Professional Role (with a red exclamation mark), and Work Settings (with a red exclamation mark). The main content area is titled "Professional License Number" and includes a note "(Fields marked below are required)". Below this, there is a form field containing "Other / Other: 123456" with an edit icon on the left and a delete icon on the right. A blue button with a plus sign and the text "+ Add Another License Number" is positioned below the form field.

Finishing your Profile

Please ensure the information entered on your TrainPA and Pennie accounts mirror each other *exactly*, or **there will be delays in updating your certification:**

TrainPA

The screenshot shows the 'Edit User' page in TrainPA. On the left is a navigation menu with 'Account' selected. The main content area is divided into 'Account' and 'Professional License Number' sections. In the 'Account' section, the 'First Name' field contains 'Pennie' and the 'Last Name' field contains 'Test'. In the 'Professional License Number' section, the 'Add License Number' form is visible, with the 'License Number' field containing '123456'. Orange boxes highlight the 'First Name', 'Last Name', and 'License Number' fields. Orange arrows point from these fields to the corresponding fields in the Pennie screenshot.

Pennie

The screenshot shows the 'Agent Information' page in Pennie. The 'First Name' field contains 'Pennie' and the 'Last Name' field contains 'Test'. The 'Pennsylvania Agent License Number' field contains '123456'. Other fields include 'Agent NPN', 'License Renewal Date', 'Individual Email', 'Primary phone number', 'Preferred Method of Communication', 'Business Name', and 'Federal Employer Identification Number (EIN)'. Orange boxes highlight the 'First Name', 'Last Name', and 'Pennsylvania Agent License Number' fields. Orange arrows point from these fields to the corresponding fields in the TrainPA screenshot.



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