



pennie®



TrainPA Account Creation & Profile Update Guide

Overview

Pennie uses the TrainPA platform to host the annual Certification Training course. Assistors and Brokers *new to Pennie* will need to **create a TrainPA account** to be able to take the course.

Jump to:

Account creation

Important Notes



It is **critical** that the information you enter on your TrainPA and Pennie accounts **mirror your PA Insurance Department-issued license or registration exactly**, or there will be **delays in your certification**.

Your Pennie account only has the following name fields:

- First Name
- Last Name



Do not add any of the following to the First or Last Name fields of your Pennie or TrainPA accounts:

- **Middle Name**
- **Suffix**
- **Certifications, designations, or any other text**

For Brokers, **your PA license number must match your PID license exactly**. This should be a 6- or 7-digit number.




- **Do not add any text or characters to either License Number fields** on your TrainPA or Pennie accounts

- If you are a non-resident agent, **do not use the license number from your home state**
- **Do not use your NPN**

Adding the group code

Joining the Learning Group

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

Adding PA License (Brokers only)

Adding your PA License Number (Brokers Only)

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:

Important Notes



It is **critical** that the information you enter on your TrainPA and Pennie accounts **mirror your PA Insurance Department-issued license or registration *exactly***, or there will be delays in your certification.

Your Pennie account only has the following name fields:

- First Name
- Last Name



Do *not* add any of the following to the First or Last Name fields of your Pennie or TrainPA accounts:

- **Middle Name**
- **Suffix**
- **Certifications, designations, or any other text**

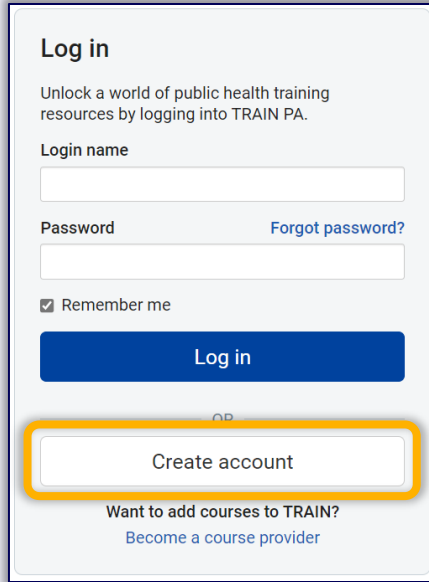
For Brokers, **your PA license number must match your PID license *exactly***. This should be a 6- or 7-digit number.



- **Do *not* add any text or characters to either License Number fields** on your TrainPA or Pennie accounts
- If you are a non-resident agent, **do *not* use the license number from your home state**
- **Do *not* use your NPN**

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?](#)

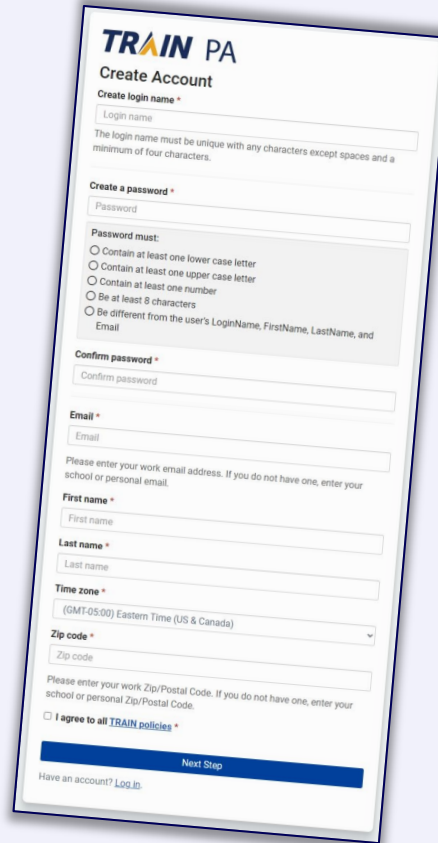
☒ Remember me

Log in

OR

Create account

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](#) *

Next Step

Have an account? [Log in](#)

Account Creation

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

TRAIN PA
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](#)

Confirm your selection to move to the next page:

TRAIN PA
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 professional (my functional role
not listed):”

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

- [BHSR](#)
- [Emergency Management](#)
- [EMS](#)
- [Medical Marijuana Dispensary](#)
- [Medical Marijuana Grower/Processor](#)
- [Military and Family Behavioral Health \(Main\)](#)
- [Non-FMS](#)
- [Other public health professional \(my functional role isn't listed\)](#)**
- [PA Academy of Family Physicians - PAFP](#)

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

Account Creation

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



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)

[Allegheny County Health Department employees](#)

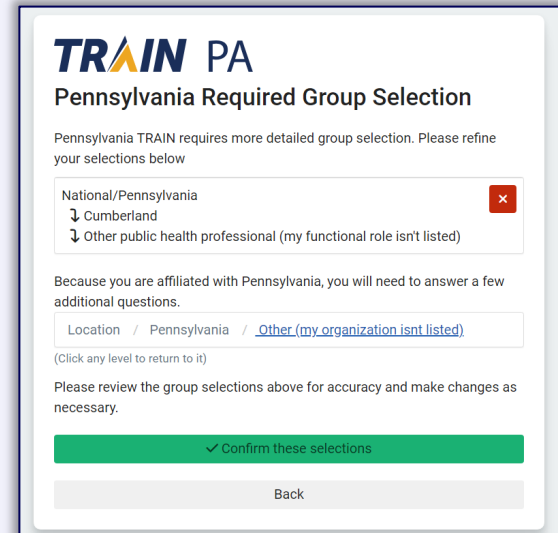
[Allentown Bureau of Health employees](#)

[Bethlehem Bureau of Health employees](#)

[Bucks County Health Department employees](#)

[Chester County Health Department employees](#)

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.

✓ Confirm these selections

Back

Account Creation

Review your selections before selecting “Finish Creating Account.”



The screenshot shows a web form titled "TRAIN PA" with the subtitle "Pennsylvania Required Group Selection". Below the title is a dropdown menu currently set to "National/Pennsylvania". To the right of the dropdown is a red square button with a white "x". Below the dropdown are three options, each preceded by a downward arrow: "Other (my organization isnt listed)", "Cumberland", and "Other public health professional (my functional role isn't listed)". At the bottom of the form 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 shows the TRAIN PA account homepage. At the top, there is a dark blue header with the TRAIN PA logo on the left and navigation links (HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, HELP) in the center. On the right of the header, there are buttons for 'Notifications 1' and 'Pennie' with a profile icon. Below the header, the main content area is divided into two sections. The 'Announcements' section on the left features a photo of two people, a user profile for 'DF' (Debra Fleagle), and a message about protocol education. The 'Notifications' section on the right shows a single notification: 'Your profile is incomplete', which is highlighted with an orange border. The bottom of the page shows a pagination indicator '1 of 3' and a '1 Notification' count.

TRAIN PA

HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS HELP

Announcements

DF ****Protocol education is now available****
Debra Fleagle
Jan 5, 2024

The BLS, IALS and ALS protocols are now available. If you already completed the protocols in October, you only must take the Bridge course. Here are the names to enter for your courses: PA-EMS 2023 BLS Protocol Update; PA-EMS IALS Protocol Update; PA-EMS ALS Protocol Update and PA-EMS Protocol Bridge Course.


< 1 of 3 >

Notifications

! Your profile is incomplete

1 Notification

Joining the Learning Group

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


CancelSave


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 

? 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

Group Code Join

Joining the Learning Group

For Assisters, enter **assistercert** in the *Join By Group Code* box, then click *Join*:

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

assistercert **Join**

For Brokers, enter **brokercert** in the *Join By Group Code* box, then click *Join*:

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

brokercert **Join**

Joining the Learning Group

Your profile should now reflect that you've joined the applicable group:

Join By Group Search *


National/Pennsylvania

↓ Other (my organization isn't listed)

↓ Cumberland

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

↓ Pennie Assistors

 + Join Another Group

Join By Group Search *


National/Pennsylvania

↓ Other (my organization isn't listed)


↓ Cumberland

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

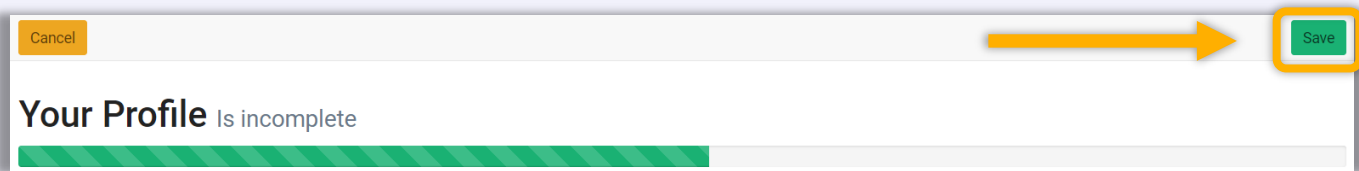
↓ Pennie Brokers

 + Join Another Group

Finishing your Profile

At this point, Assistants should continue by going through each of the boxes along the left-hand side with an  alert and enter the required information to finish setting up your account.

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



The screenshot shows a modal dialog box with a light gray background. At the top left is an orange 'Cancel' button. At the top right is a green 'Save' button, which is highlighted with an orange rectangular border. A large orange arrow points from the 'Cancel' button towards the 'Save' button. Below the buttons, the text 'Your Profile' is displayed in bold, followed by 'Is incomplete' in a smaller, lighter font. At the bottom of the dialog is a green progress bar with a diagonal striped pattern, which is approximately one-third full.

Brokers should continue to the next step, **adding your PA License Number** to your account.

Adding your PA License Number (Brokers Only)

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 web interface for a user profile. At the top, there are 'Cancel' and 'Save' buttons. The main heading is 'Your Profile' followed by 'Is incomplete'. Below this is a progress bar that is partially filled with green. 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 is a sidebar menu with items: 'Manage Groups', 'Account', 'Contact', 'Address', 'Organization', 'Professional License Number' (which is highlighted in blue), 'Professional Role', and 'Work Settings'. Each item from 'Contact' down has a red exclamation mark icon. The main content area is titled 'Professional License Number' with a note '(Fields marked below are required)'. Below the title is a large blue button with a plus icon and the text '+ Add a License Number'.

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

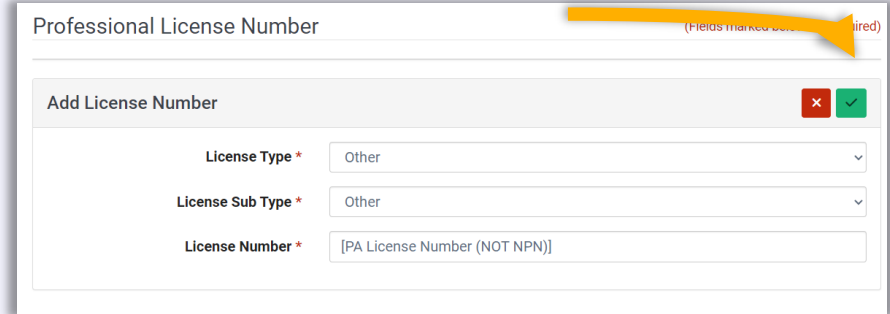
Adding your PA License Number

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

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

Then, in the *License Number* box, enter your 6- or 7-digit **PA License Number**, *not* your NPN.

Click the green checkbox when done.



Professional License Number (Fields marked below are required)

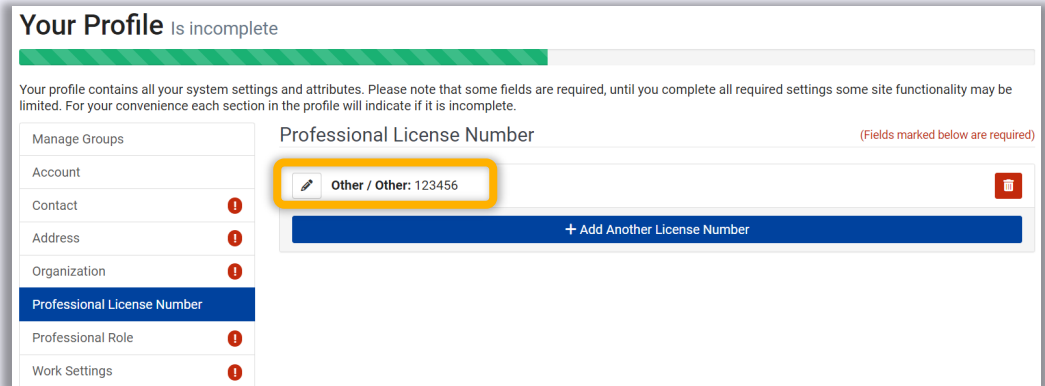
Add License Number ☐ ☒

License Type * Other

License Sub Type * Other

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

Your account should appear as follows:



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)

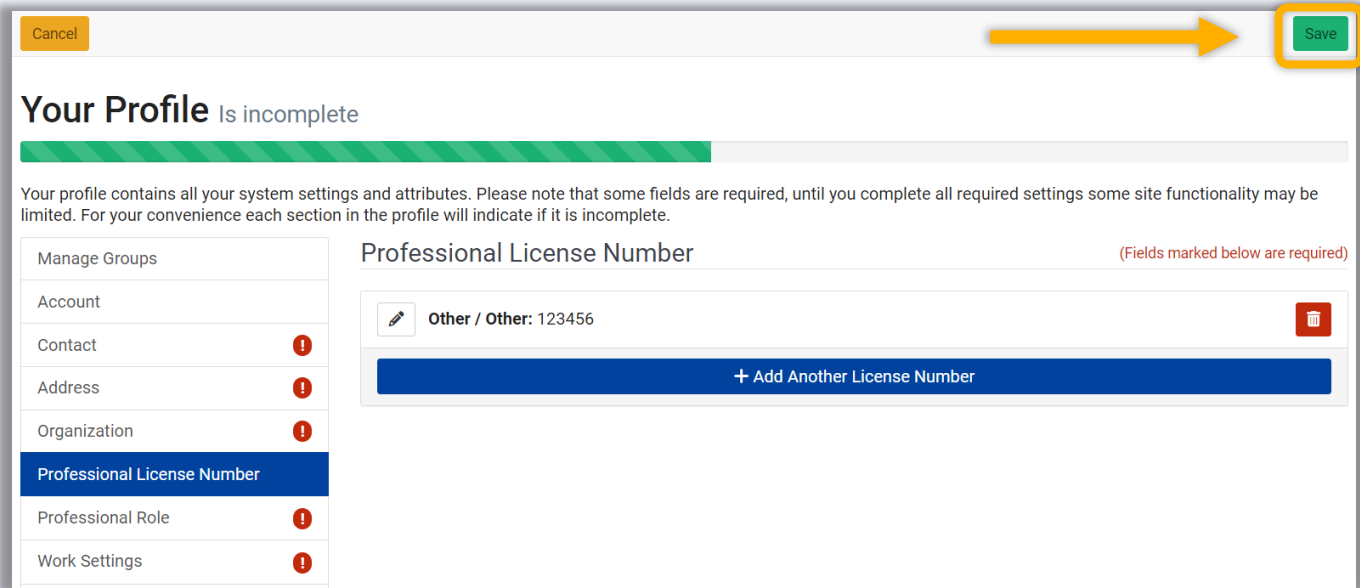
Other / Other: 123456

+ 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:

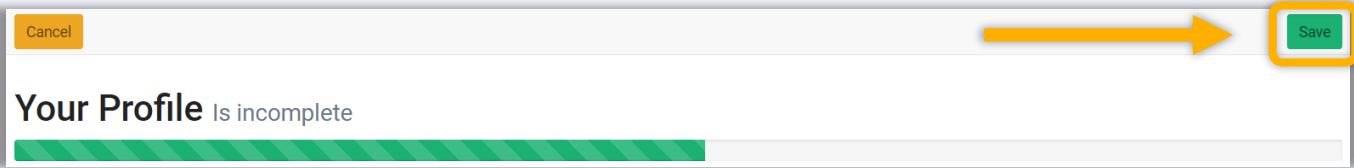


The screenshot shows a web interface for managing a profile. At the top, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange box and an orange arrow points to it from the left. Below the buttons, the heading 'Your Profile' is followed by 'Is incomplete'. A green progress bar is shown 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 sidebar lists sections: 'Manage Groups', 'Account', 'Contact', 'Address', 'Organization', 'Professional License Number' (highlighted in blue), 'Professional Role', and 'Work Settings'. Each section except 'Professional License Number' has a red exclamation mark icon. The main content area is titled 'Professional License Number' with a note '(Fields marked below are required)'. It shows a field with a pencil icon, the text 'Other / Other: 123456', and a trash icon. Below this is a blue button that says '+ Add Another License Number'.

Finishing your Profile

After your license has been added, continue by going through each of the boxes along the left-hand side with an  alert and enter the required information to finish setting up your account.

Reminder: **You must click the *Save* button** or all changes will be lost:



The screenshot shows a dialog box with a light gray background. At the top left is an orange 'Cancel' button. At the top right is a green 'Save' button, which is highlighted with an orange rectangular border. A large orange arrow points from the 'Cancel' button towards the 'Save' button. Below the buttons, the text 'Your Profile' is displayed in bold, followed by 'Is incomplete' in a smaller, lighter font. At the bottom of the dialog box is a green progress bar with a diagonal striped pattern, which is approximately one-third full.

Finishing your Profile

Reminder: The information entered on your TrainPA and Pennie accounts **mirror your PID-issued license or registration *exactly*, or there will be delays in your certification.**

PID

Licensee Search

★ License Number:

★ First Name:

Middle Name:

★ Last Name:

Pennie

Agent Information

First Name

Last Name

Pennsylvania Agent License Number

Agent NPN

TrainPA

Edit User

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Demographic Information

CPE Information

Account

Email

pennietest@test.com

First Name

Middle Name

Last Name

Professional License Number

Add License Number

License Type *

License Sub Type *

License Number *



ADDRESS

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WEB

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