

## Attachment 10. CDC TRAIN Annual Agreement

### CDC TRAIN Annual Agreement

**CDC TRAIN** is CDC's external learning management system offering CDC programs a tool to manage CDC-funded learning opportunities that can be easily accessed by state and local health departments and other public health professionals. CDC Programs and funded partners that list and manage courses, learners, or other learning content on CDC TRAIN must annually review their level of access and confirm that they will adhere to the CDC TRAIN Rules of Behavior.

#### CDC TRAIN Rules of Behavior

Individuals approved to list and manage their courses or other learning content in CDC TRAIN are responsible for entering and maintaining the information until the content expires or is no longer relevant. CDC TRAIN staff review and approve content before it is made visible to learners. The CDC TRAIN team reserves the right to edit information including course details (e.g., course duration, description, subject areas, audiences, sponsor, etc.) for clarity and overall consistency with CDC TRAIN submission requirements.

All CDC programs or funded partners listing courses or other learning content on CDC TRAIN agree to the following:

1. Ensure all content is cleared according to your CIO's policy for externally available web content. Nationally/externally visible content should comply with [Section 508](#) accessibility standards.
2. Adhere to the Special Considerations outlined in this agreement regarding the protection of personally identifiable Information (PII) and OMB/PRA.
3. Read and abide by the [Public Health Foundation's TRAIN Policies](#).
4. Review the tutorials available on the Admin page of their CDC TRAIN account.
5. Ensure course information such as course links and contacts are accurate and the course launches and plays correctly.
6. Ensure the required information is entered into the Course Wizard including the items below. A course provider checklist and competency/capability selection tool is available to assist.
  - a. Course duration
  - b. Course description
  - c. Learning objectives
  - d. Continuing education (CE) accreditation statements and directions for obtaining CE (if applicable)
  - e. Expiration date
  - f. At least one competency or capability matching the course content
7. Approve learner course registrations in a timely manner (if the course is set for registration approval).

## Attachment 10. CDC TRAIN Annual Agreement Special Considerations

### Personally Identifying Information (PII)

CDC programs and funded partners approved to list and manage courses or other learning content on CDC TRAIN may have access to Personally Identifiable Information (PII) (e.g., first name, middle name, last name, street address, e-mail, telephone, mobile, fax, pager, or equivalent fields) of learners. PII must not be shared or distributed and your program must ensure PII is protected and managed accordingly. Additional information about PII and how to protect it can be found on [CDC's OCIO Privacy intranet page](#) and in the [Public Health Foundation's Privacy Policy](#). Programs that do not ensure the adequate protection of PII will not be allowed to list content and retrieve data from CDC TRAIN.

### Course Evaluations and OMB

CDC Programs and funded partners approved to list and manage course or other learning content on CDC TRAIN have the ability to add evaluations (post-course and follow-up) to courses which may require OMB/PRA approval. Information on PRA requirements and procedures is available from your CIO's PRA contact or from CDC's [Information Collection Review Office](#). Some evaluation questions may be covered by the following PRA exemption: "Examinations designed to test the aptitude, abilities, or knowledge of the persons tested and the collection of information for identification or classification in connection with such examinations." If PRA applies to your evaluation questions, you are responsible for ensuring PRA compliance prior to adding evaluation questions to your courses. **The CDC TRAIN system does not currently maintain an overarching OMB/PRA approval for evaluation questions.**

### Annual Selection of CDC TRAIN Access

CDC TRAIN offers three account levels and optional SCORM server space. If selecting an account level with an associated cost, or if selecting optional server space, you must complete the required cost share form in order to access the server space or learning group tools. CDC TRAIN fees are assessed annually and cover the period of June 1 through May 31. Fees may be prorated based on when you request to join CDC TRAIN. The CDC TRAIN team obligates the funding obtained via the SBA in the late summer of each year. The funding is put on a multi-year staffing support contract with an annual period of performance which runs September 26 through September 25 of the next year.

1. Review the three available CDC TRAIN Account Levels and **select a level of access.**

☐ **Course Provider (FREE)**   ☐ **Basic Learning Group (\$10,000)**   ☐ **Advanced Learning Group (\$15,000)**

2. As an optional service, space on the CDC TRAIN SCORM server\* is also available. If you would like to purchase server space, select the amount of space below. Space for up to:

☐ **10 courses (\$5,000)**   ☐ **20 courses (\$10,000)**   ☐ **30 courses (\$15,000)**   ☐ **40 courses (\$20,000)**

*\*In order to maximize available server space, all files must be optimized to ensure compression of image and video files. SCORM courses must be published to SCORM 1.2. Other file types allowed on the server include HTML, HTML 5, MP3, MP4, WMV, PPT, DOC, DOCX, PDF, .JPG, PNG, and TIFF. Guidance on optimization is available upon request.*

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### 2020 CDC TRAIN Annual Agreement Confirmation

By signing below, you understand and agree to adhere to the information outlined in this CDC TRAIN Annual Agreement.

\_\_\_\_\_  
**Printed Name\***

\_\_\_\_\_  
**Signature & Date**

\*This should be the person logging in and responsible for the account.

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**CDC CIO (if applicable)**

**Name of Course Provider Account\* or Learning Group:** \_\_\_\_\_

\*This can be your name or an organizational name.

**Organizational email for account (optional):** \_\_\_\_\_

**If you will be a Course Provider for a Learning Group, provide the Learning Group Name:**

\_\_\_\_\_

If you are **not a CDC employee**, you must also provide the contact information of an individual in the CDC program you are funded by, as well as your grant, cooperative agreement, or contract number.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

**Grant, Cooperative Agreement, or Contract #:** \_\_\_\_\_

Please submit this completed agreement to [train@cdc.gov](mailto:train@cdc.gov). The CDC TRAIN team will be in touch to confirm the account, provide guidance on viewing tutorials, and completing the required cost share form if applicable.