

CDC TRAIN Annual Data Use Agreement

[CDC TRAIN](#) is CDC's external learning management system (LMS) and is part of the TRAIN Learning Network operated by the Public Health Foundation (PHF). CDC TRAIN allows CDC programs and funded partners to create and manage training components. Training components include: course listings, blended learning series, training plans, assessments, and evaluations. This content can be easily accessed by state and local health departments using TRAIN as their LMS as well as millions of registered learners in TRAIN. Each year, individuals representing CDC programs and funded partners who create and manage training components on CDC TRAIN must select their account level and confirm that they will adhere to the CDC TRAIN Rules of Behavior and the CDC Data Access Rules of Behavior. **If you will not be creating or managing training components on CDC TRAIN, please skip to the [CDC TRAIN Data Access Rules of Behavior](#).**

CDC TRAIN Rules of Behavior

Course providers, training plan managers, and learning groups administrators from CDC programs and funded partners approved to create and manage training components in CDC TRAIN are responsible for entering and consistently maintaining all training components and information about those components. The CDC TRAIN team reviews and approves the information provided about the training components before they are made visible to learners. The CDC TRAIN team reserves the right to edit training component information for clarity and overall consistency with CDC TRAIN submission requirements.

All course providers, training plan managers, and learning group administrators from CDC programs and funded partners who create or manage training components on CDC TRAIN agree to the following:

1. Ensure all content is cleared according to the CDC center, institute, or office's (CIO) policy for externally available web content. (CDC Funded Partners should confirm if their content requires CDC clearance and if not required, follow their organization's process for clearance.) All content should comply with [Section 508](#) accessibility standards.
2. Adhere to the Data Access Rules of Behavior outlined in this agreement regarding the protection of personally identifiable information (PII) and Paperwork Reduction Act (PRA) clearance for evaluations.
3. Read and adhere to the [Public Health Foundation's TRAIN Policies](#).
4. Review the tutorials available on the Admin page of their CDC TRAIN account, as necessary.
5. For courses:
 - a. Ensure course links and contacts are accurate and the course launches without any technical issues.
 - b. Ensure information required, per the [Course Provider Checklist](#), is entered into the course listing or blended learning series.

- c. If the course requires registration approval, approve learner course registrations in a timely manner.
- 6. For training plans:
 - a. Ensure information required, per the [Guide for Developing a Training Plan Title and Description](#), is entered into the training plan description.
 - b. Notify the CDC TRAIN team member that you are working with within two (2) weeks of publishing a training plan, so that we can provide support if needed, and keep track of training plans added to CDC TRAIN.
 - c. Ensure that training plans and their content are consistently maintained for accuracy, relevancy, and availability.
 - i. Unpublish training plans that become outdated. Training plans can be republished once their content has been updated.
 - ii. Remove training plan content within two weeks of expiration.

CDC TRAIN Data Access Rules of Behavior

Personally Identifiable Information (PII)

Course providers, training plan managers, and learning group administrators from CDC programs and funded partners approved to create and manage training components on CDC TRAIN, or have the Data Access Manager role, may have access to learners' PII (e.g., first name, middle name, last name, street address, e-mail, telephone, mobile number, or equivalent fields). PII must be protected and managed appropriately and should not be shared or distributed. The requirements for appropriately protecting and managing PII is available on the [Department of Health and Human Services' \(HHS\) Privacy Policy page](#) and in the [Public Health Foundation's Privacy Policy](#). CDC course providers, training plan managers, learning group administrators, or data access managers who do not ensure adequate protection of PII will no longer be allowed to create or manage training components or retrieve data from CDC TRAIN.

Course Evaluations and Paperwork Reduction Act (PRA) Clearance

CDC programs and funded partners approved to create and manage training components on CDC TRAIN can add evaluations (pre- and post-course and follow-up) to courses. **CDC TRAIN has Office of Management and Budget (OMB)-approved evaluation tools available to quickly evaluate training. Please see the [user guide](#) for more information.**

Other evaluations may require PRA clearance. OMB approves PRA clearances. If PRA clearance is required, you are responsible for ensuring compliance before adding evaluation questions to your courses. Information on PRA requirements and procedures is available to CDC representatives through their CIO's PRA contact or CDC's [Information Collection Review Office \(ICRO\)](#) and available to external partners through their CDC POC (representative from the CDC program they are funded by). 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.”

CDC TRAIN Annual Selection of Account Level and Role

CDC TRAIN offers three account levels, along with the Training Plan Manager role, Data Access Manager role, and optional SCORM server space. For more information, please refer to the CDC TRAIN Account Levels document provided by the CDC TRAIN team you are working with. **For FY2024, there are no CDC TRAIN user fees. While we aim to sustain these services without user fees, there is a possibility of reinstating user fees for these services in FY2025. Please keep this in mind when planning your FY2025 budget.**

1. **Required:** Select one of the three available CDC TRAIN account levels.

☐ Course Provider (FREE)

1.a. If choosing Course Provider, please provide your team or project name _____

☐ Basic Learning Group (usually \$10,000, but free for FY2024)

☐ Advanced Learning Group (usually \$15,000, but free for FY2024)

1.b. If choosing Learning Group, please provide your Learning Group Name: _____

2. **Optional:** Check the box if you will need the Training Plan Manager role.

☐ Training Plan Manager role (FREE)

3. **Optional:** Check the box if you will only need the Data Access Manager role.

☐ Data Access Manager role (FREE)

4. **Optional:** If you would like to purchase space on the CDC TRAIN SCORM server, select the number of courses for which you anticipate needing server space.*

Cost: Usually, \$5,000 per every 10 courses annually; however, this is free for FY2024.

☐ 10 courses ☐ 20 courses ☐ 30 courses ☐ 40 courses

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

2024 CDC TRAIN Annual Agreement Confirmation

Required: By signing below, you understand and agree to adhere to the CDC TRAIN Rules of Behavior and Data Access Rules of Behavior in the CDC TRAIN Annual Agreement.

Print Name

Digital Signature

Work Email

Work Phone

CDC CIO or Partner Organization

Course Provider Account Login Name*: _____

*Please enter the login name you selected when you created your CDC TRAIN Course Provider account.

Optional: Email for Organizational Account*: _____

*If you opted to create a shared organizational account, please enter the shared email address for your program.

CDC Funded Partner Only: If you are a CDC funded partner, 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 return this completed agreement to the CDC TRAIN team member that you are working with. They will follow up to confirm your account, provide tutorials, and send the required user fee budget form (i.e., .1589), if applicable. If you have any questions about how to complete the form, please reach out to the CDC TRAIN team member that you are working with.