



Project Determination

CDC TRAIN course submission and evaluation

Project ID: 0900f3eb8259e846
Accession #: PHIC-ODSIO-7/2/25-9e846
Project Contact: Marion Carter
Organization: PHIC/OD
Status: Pending Clearance
Intended Use: Project Determination
Estimated Start Date: 11/01/25
Estimated Completion Date: 09/30/28
CDC/ATSDR HRPO/IRB Protocol#:
OMB Control#: 0920-0017
End of Human Research Date:
OMB Discontinuation Date:

Description

Priority

Standard

Date Needed

07/11/25

CDC Priority Area for this Project

Other CDC Priority - Workforce development

Determination Start Date

07/08/25

Description

CDC TRAIN is part of the Public Health Foundation’s larger TRAIN Learning Network. This Network is a national learning management system used by affiliate organizations to manage and share public health trainings with over 5 million registered learners. CDC’s electronic portal into the TRAIN Learning Network is called CDC TRAIN. Using CDC TRAIN to offer these courses helps CDC reach the public health workforce where they already go to learn. CDC is accredited by multiple accreditation organizations to award continuing education (CE) for public health and health professionals (learners). To comply with the mandatory requirements of accreditation organization standards and to manage the accreditation process, CDC collects standardized information through the Continuing Education Proposal, a secure web-based platform developed and managed internally by DWD. This is used to collect information from educational developers about the courses to be offered, which are reviewed to ensure accreditation and training quality standards are met. Courses approved to confer CE credits (accredited courses), as well as other online trainings for the broader public health workforce (non-accredited courses) are made available to learners through CDC TRAIN. Learners who take courses through CDC TRAIN submit information needed for course evaluation and improvement (OMB No. 0920-0017). Moreover, completing course evaluations is required for learners seeking CE, as part of accrediting agencies’ requirements. This project is limited in scope to these information collections: submissions by course providers to have their courses available for CE credits and the evaluation of courses offered in CDC TRAIN. This is not about the full scope of CDC’s participation in CDC TRAIN.

IMS/CIO/Epi-Aid/Lab-Aid/Chemical Exposure Submission

No

IMS Activation Name

Not selected

Submitted through IMS clearance matrix

Not selected

Primary Scientific Priority

Not selected

Secondary Scientific Priority (s)

Not selected

Task Force Responsible

Not selected

CIO Emergency Response Name

Not selected

Epi-Aid Name

Not selected

Lab-Aid Name

Not selected

Assessment of Chemical Exposure Name

Not selected

Goals/Purpose

The goal of this project is to continually improve CDC training activities and to maintain CDC compliance with mandatory accreditation organization standards by efficiently collecting information through the CDC TRAIN learning management system.

Objective

The objectives are, first, to allow CDC to receive information from course developers who seek for their courses to offer CE credits to learners, so CDC can assess whether those courses meet the relevant criteria for CE. Second, the objective is to allow all course providers (for accedited courses or not) to easily offer course evaluation of their courses to learners, from within the CDC TRAIN system.

Does your project measure health disparities among populations/groups experiencing social, economic, geographic, and/or environmental disadvantages?

No

Does your project investigate underlying contributors to health inequities among populations/groups experiencing social, economic, geographic, and/or environmental disadvantages?

No

Does your project propose, implement, or evaluate an action to move towards eliminating health inequities?

No

Activities or Tasks

New Collection of Information, Data, or Biospecimens

Target Population to be Included/Represented

General US Population; Healthcare Provider; Other-Course providers

Tags/Keywords

Training Support; Education, Professional, Retraining; Accreditation

CDC's Role

Activity originated and designed by CDC staff, or conducted at the specific request of CDC, or CDC staff will approve study design and data collection as a condition of any funding provided

Method Categories

Survey

Methods

For the CE Proposal submitted by course developers seeking CE accreditation of their courses and for CDC TRAIN, data are collected through secure, online portals. For course evaluation, there is an immediate post-course evaluation survey offered, as well as a follow-up (3 weeks later) course evaluation survey. Both of these instruments are designed to be brief, while meeting the needs of course providers and accrediting agencies and adhering to scientific standards for effective training evaluation.

Collection of Info, Data, or Bio specimens

CE Proposal In the currently approved CE Proposal, course developers are required to submit their educational activities one time for each application for continuing education accreditation using the secure, web-based platform. Once in the platform and approved for accreditation, the educational activity is added to CDC TRAIN for public health professionals to earn continuing education. No interviews or surveys are used to collect this information. Course providers may include federal and non-federal staff, and are estimated at approximately 130 respondents per year. CDC TRAIN Learners taking accredited trainings must complete the CDC TRAIN Post-Course Evaluation in order to receive continuing education credit. For accredited courses, learners are prompted to complete the evaluation after completion of learning content. Information gathered in the evaluation is required by accrediting organizations, and is also used by course providers to improve courses. All learners of a given accredited educational activity who complete the content, pass the post-test, and complete the post-course evaluation to earn CE and will receive an invitation email with a link back to CDC TRAIN to complete an optional Follow-up Evaluation 21 days after earning CE. The CDC TRAIN Post-Course Evaluation will also be available to course providers offering non-accredited trainings within CDC TRAIN. Completion of the tool will not be required for all courses but may be required for the learner to get credit for completing the course. A course completion adds the course to the learner's CDC TRAIN transcript and he or she can receive a certificate of completion, if offered. Learners in CDC TRAIN include federal and non-federal persons and are estimated to be about 270,00 respondents per year. CDC will use identifiable information in CDC TRAIN to track participant completion of educational activities to facilitate required reporting to earn continuing education credits, hours, or units. Aggregate data from the evaluations in CDC TRAIN will be used to improve educational activities and assess learning outcomes.

Expected Use of Findings/Results and their impact

CDC will use information collected in CDC TRAIN to evaluate and improve courses based on learner feedback. For accredited trainings, this information will also be used to generate certificates of attendance and verify training completion, review and approve proposals for educational activities to receive continuing education accreditation, and ensure compliance with mandatory accreditation standards.

Could Individuals potentially be identified based on Information Collected?

Yes

Will PII be captured (including coded data)?

Yes

Does CDC have access to the Identifiers (including coded data)?

Yes

Is this project covered by an Assurance of Confidentiality?

No

Does this activity meet the criteria for a Certificate of Confidentiality (CoC)?

No

Is there a formal written agreement prohibiting the release of identifiers?

No

Funding

Funding Type	Funding Title	Funding #	Original Fiscal Year	# of Years of Award	Budget Amount
CDC Cooperative Agreement	National Partnership Umbrella Cooperative Agreement	PW-24-0080			

HSC Review

HSC Attributes

Program Evaluation

Yes

Regulation and Policy

Do you anticipate this project will require review by a CDC IRB or HRPO?

No

Will you be working with an outside Organization or Institution? Yes

Institutions

Institution	FWA #	FWA Exp. Date	Funding	Funding Restriction Amount
Public Health Foundation			National Partnership Umbrella Cooperative Agreement - PW-24-0080	

Institution	Funding Restriction Percentage	Funding Restriction Reason	Funding Restriction has been lifted
Public Health Foundation			

Institution	Institution Role(s)	Institution Project Title	Institution Project Tracking #	Prime Institution
Public Health Foundation	Implementing the Project			

Institution	Regulatory Coverage	IRB Review Status
Public Health Foundation	IRB Review is Not Required	

Institution	Registered IRB	IRB Registration Exp. Date	IRB Approval Status
Public Health Foundation			

Institution	IRB Approval Date	IRB Approval Exp. Date	Relying Institution IRB
Public Health Foundation			

Staff

Staff Member	SIQT Exp. Date	Citi Biomedical Exp. Date	Citi Social and Behavioral Exp. Date	Citi Good Clinical Exp. Date	Citi Good Laboratory Practice Exp. Date	Staff Role	Email	Phone #	Organization/ Institution
BritneyJohnson	09/15/2026		03/26/2028			Principal Investigator	mwq4@cdc.gov	404-718-5604	DIVISION OF WORKFORCE DEVELOPMENT
CindiMelanson	12/31/2099					Program Lead	zii6@cdc.gov	404-498-4281	TRAINING DELIVERY TEAM

DMP

Proposed Data Collection Start Date	11/01/25
Proposed Data Collection End Date	10/31/28
Proposed Public Access Level	Non-Public
Reason for not Releasing the Data	Removal of identifiers renders the remaining data of no value
Public Access justification	The information from course developers seeking accreditation for their courses is not public health data and not appropriate to make public in any way. The evaluation data that learners provide is for program improvement purposes only and also is not public health data. Investing in making these data publicly available, even in aggregate, would serve no known audience or purpose.

How Access Will Be Provided for Data	All data are securely stored and governed by various privacy and confidentiality protections and policies. For CE accreditation, access to some learners' information is carefully curated and given to accrediting agencies for the purposes of awarding the CE that learners seek from them. This is required as part of accreditation and arguably does not constitute "data sharing" in the sense of this DMP.
Plans for archival and long-term preservation of the data	Data are stored in accordance with federal records management guidelines in secure locations on the CDC environment (CE proposals) and CDC TRAIN environments (evaluation, learner data).

Spatiality (Geographic Location)

Country	State/Province	County/Region
United States		

Determinations

Determination	Justification	Completed	Entered By & Role
HSC: Does NOT Require HRPO Review	Not Research / Other <i>45 CFR 46.102(l)</i> Program Evaluation	07/10/25	Macaluso_Renita (arp5) CIO HSC
PRA: PRA Applies		07/10/25	Macaluso_Renita (arp5) OMB/PRA