

LMS FOR FELLOWS: CERTIFICATE PROGRAM ENROLLMENT AND COMPLETION

NYLearnsPH | <https://www.nylearnsph.com>

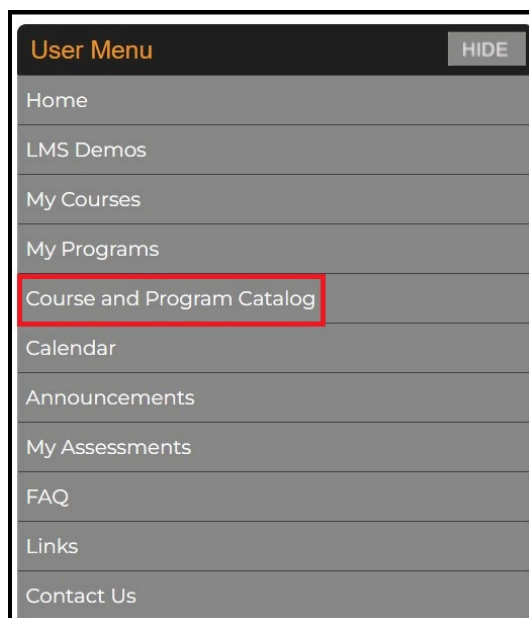
Welcome to the LMS!

This guide will explain how to enroll in the LMS Certificate Program for the Educational Series, complete courses for the Program, and how to access your Program Certificate.

Here's how to get started:

Step 1: Log In - Start by navigating to the [NY Learns PH Login Page](#) and log in using your username and password. If you have not registered for the LMS yet, please reference the **New User Registration Guide**.

Step 2: Access Program Catalog - Click on **Course and Program Catalog** in the menu on the left of the screen.



Step 3: View Program Catalog - Click on **Program Catalog** located in the banner under Course Catalog.

Course Catalog

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#) | [Recommended Courses](#) | [Required Courses](#)

There are currently 2062 courses offered in the Course Catalog.

Step 4: Access Certificate Program - Under Available Programs, click on **NYSPHC Educational Series 2024-2025**.

Program Catalog

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#) | [Recommended Courses](#) | [Required Courses](#)

Available Programs

- [2020 Supervising Public Health Nurse \(SPHN\) CE Program](#)
- [Basic Environmental Health Program - Winter 2024](#)
- [Center for Environmental Health Overview](#)
- [EI-EAE-2023 Evaluation, Assessment and Eligibility Determination - Total Number of Hours Completed: 5](#)
- [EI-ISC-2023 Introduction to Service Coordination - Total Number of Hours Completed: 6](#)
- [HTC Webinar Series - BP4\(2022-2023\): Sessions 1-6](#)
- [HTC Webinar Series - BP5\(2023-2024\): Sessions 1-11](#)
- [NYSPHC Educational Series 1 \(2022-2023\) Certificate](#)
- [NYSPHC Educational Series 2 \(2023-2024\) Certificate](#)
- [NYSPHC Educational Series: 2024-2025](#)
- [OALTC - Universal Safety Training Program](#)
- [Public Health Foundations Certificate](#)
- [RTC BP3 Webinar Series](#)
- [Vector Control for Environmental Health Professionals \(VCEHP\): Importance of Integrated Pest Management](#)
- [WRHEPC Pediatric Emergency Preparedness Seminar - 2020 Recorded Webinar Series](#)

Step 5: Enroll - Scroll down to the very bottom of the page. Click on the orange **One Click Program Enrollment** button.

[One Click Program Enrollment](#)

Step 6: Confirm Enrollment - Confirm that you see the screen shown below indicating that you have successfully enrolled in the program.

Program Enrollment

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#) | [Recommended Courses](#) | [Required Courses](#)

You have successfully enrolled in this program: NYSPHC Educational Series: 2024-2025. You may begin working on these courses at any time by visiting [my program details](#).

Step 7: Access My Programs - Click on **My Programs** in the menu on the left of the screen.

User Menu HIDE

- Home
- LMS Demos
- My Courses
- My Programs**
- Course and Program Catalog
- Calendar
- Announcements
- My Assessments
- FAQ
- Links
- Contact Us

Step 8: Access the Certificate Program - Confirm that you see **NYSPHC Educational Series 2024-2025** in your list of programs and click on the **NYSPHC Educational Series 2024-2025** link.

My Programs

Be sure to register for your [recommended courses](#). You may also view [Course Catalog](#) for a full list of courses

Click on a program name below to view program and course details.
If any program listed below is "Pending" there may be one or more courses within that program where your enrollment is not complete; click program name to see details.

Program Enroll Date	Program Enrollment Status	Program Name	Completion Date	Certificate
08/19/2024	Enrolled	NYSPHC Educational Series 2 (2023-2024) Certif		
08/23/2024	Enrolled	NYSPHC Educational Series: 2024-2025		

Step 9: Launch Courses - You will see your current status in the program. Click on **Launch Course** to view the required content from each course.

For assistance with accessing the course content, please refer to the **Viewing Educational Series Content Guide**.

NYSPPH Educational Series: 2024-2025

My Program Status: Enrolled Leave Program

Program Admin: Alberto Guzman
Program Documents and Details: Show

My Current Courses in This Program

Course Name	Enrollment Date	Contact Admin	Section	Activities/Quizzes
NYSPPH-ES2024-25-001 - NYSPPH Educational Series: 2024-2025 - Effective Communication Live Event: 10/9/2024 - Speaker Name Live Training (in-person or online) Launch Course Unenroll	8/30/2024	Email	10/9/2024 Details Messaging	
NYSPPH-ES2024-25-002 - NYSPPH Educational Series: 2024-2025 - JEDI Live Event: 11/13/2024 - Speaker Name Live Training (in-person or online) Launch Course Unenroll	8/30/2024	Email	11/13/2024 Details Messaging	

Step 10: Complete a Quiz - When you've viewed the content from each course in the program and feel ready, click on the **Quiz - due** link in the **Activities/Quizzes** column for the courses you would like to complete. This will launch the course quiz.

Under "Section" you also have access to tools like the LMS support email and course details.

Enrollment Date	Contact Admin	Section	Activities/Quizzes
8/23/2024	Email	10/9/2024 Details Messaging	Quiz - quiz due
8/23/2024	Email	11/13/2024 Details Messaging	

Step 11: Submit a Quiz - Click "Submit" when you have answered all of the questions and are satisfied with your answers.

Take Quiz

What are the three major stages of a federal grant life cycle?

- Pre-cycle, Award and Post Grant
- Pre-award, Award and Post-award
- Pre-award, Presentation, Post-presentation

Which of the following is not a component of performance monitoring?

- Progress reports
- Deliverable completion tracking
- Voucher/expense tracking
- Scope of Work / Deliverables

Which budget category does this description fall under: Any nonwage payment or benefit (e.g., pension plans, profit-sharing programs, vacation pay, and company-paid life, health, and unemployment insurance programs) granted to employees by employers.

- Personnel
- Supplies
- Administrative Costs
- Fringe Benefits

Submit



- **Note:** If you have not attended or viewed the corresponding educational series course, please do so by clicking “Launch Course” from the **Program Details** page before completing your quizzes.

After you click submit, you will receive your quiz score on the resulting screen:

My Courses and Programs

Thank you. Your quiz has been graded. You can access the graded quiz on your [My Courses](#) page.



What are the three major stages of a federal grant life cycle?

1/1

- Pre-cycle, Award and Post Grant
- Pre-award, Award and Post-award
- Pre-award, Presentation, Post-presentation

Which of the following is not a component of performance monitoring?

0/1

- Progress reports
- Deliverable completion tracking
- Voucher/expense tracking
- Scope of Work / Deliverables

Which budget category does this description fall under: Any nonwage payment or benefit (e.g., pension plans, profit-sharing programs, vacation pay, and company-paid life, health, and unemployment insurance programs) granted to employees by employers.

1/1

- Personnel
- Supplies
- Administrative Costs
- Fringe Benefits

Total score is 2/3.

- **Note:** If you do not pass the quiz, navigate back to the **My Programs** (navigation menu on the left), and go back to Step 8. You may retake each quiz 3 times if your score is below passing.

Step 12: Course Completion Notification - Once you submit and pass your quizzes, you will receive an email for each course confirming that you completed the quiz and course.

New York State Department of Health Learning Management System LMS Course Certification

DO NOT REPLY <cade@uic.edu>
To Claudia Congemi

You don't often get email from cade@uic.edu. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

[External Email]

Congratulations Claudia Congemi!

You have successfully completed the following New York State Department of Health Learning Management System (LMS) course:

NYSPHC-EdSeries-001 NYSPHC Educational Series - Budget and Financial Management

You have been issued a certificate of completion that is now available by logging into the New York State Department of Health Learning Management System (LMS) at <https://www.nylearnsph.com> and going to the My Courses page of the website.

If you have forgotten your password, please visit the password retrieval page at <https://www.nylearnsph.com/forgot.aspx>

After logging in, go to My Courses and click on "Completed Courses". To access your certificate, click on the "View Certificate" link next to the course listing. You will then be able to print a pre-formatted Adobe Acrobat file. This requires Adobe Acrobat Reader which is available for free download at <http://www.adobe.com/products/acrobat/readstep.html>.

**Note: An incomplete course evaluation will prevent you from accessing your course completion certificate. To complete an evaluation after you have been completed for a course:

1. Log in to <https://www.nylearnsph.com>
2. Go to My Courses - Completed Courses
3. In the Activities Column on the right, click on "<evaluation name> - due" alongside the course listing
4. Answer the questions and submit.

The "View Certificate" link will appear alongside the course listing in the "View Certificate" column.


Step 13: Locate Program Certificate - Once you complete all the courses in the program, you will receive a Program Certificate. That Program Certificate will be available in My Programs.

My Programs

Be sure to register for your [recommended courses](#). You may also view [Course Catalog](#) for a full list of courses

Click on a program name below to view program and course details.
If any program listed below is "Pending" there may be one or more courses within that program where your enrollment is not complete; click program name to see details.

Program	Enroll Date	Program Enrollment Status	Program Name	Completion Date	Certificate
	06/20/2024	Enrolled	NYSPHC Educational Series 2 (2023-2024) Certificate		
	05/09/2024	Completed	NYSPHC Educational Series 1 (2022-2023) Certificate	06/07/2024	View Certificate



Congrats! You have successfully enrolled and completed an LMS Certificate Program.



Contact Us

For questions about your LMS Certificate Program enrollment and completion or general access, please contact the LMS support contacts listed below. For all other questions about content in the LMS, please contact your regional Fellowship Placement Coordinator or Fellowship Program Specialist or view the help content on the Training & Resources website.

Contact Information

518-473-4223 (Press 3 for Abbey)

edlearn@health.ny.gov

[Online LMS Help Resources for Fellows](#)

LMS Support

