

# All Trainee Online Mandatory Training

## Welcome

Welcome to the VHA Mandatory Training for Trainees course. As a trainee in a Veterans Affairs (VA) facility, paid or unpaid, you are required to fulfill Federal requirements for training. Consisting of 14 modules, this course was designed to meet your informational needs and allow you to function safely and effectively in your trainee role. The course also provides links to source documents and policies that may be useful to you in specific circumstances. To be most effective, the course should be completed prior to the start of your VA rotation.

### To complete this educational activity participants must:

- participate in 100% of the course activities;
- complete the web-based training program; complete each lesson exam with a minimum score of 80% or greater, if you do not pass the first time you may retake the exam; and
- complete the program evaluation.

The course does not need to be completed in a single sitting. The bookmark feature will allow you to start where you left off, even if you are accessing the course from a different computer, and will allow you to navigate to different lessons in the course using the main menu.

**Important Note:** A certificate of completion will be generated upon completion of the entire course and **must be printed and hand-carried, mailed, or emailed to your individual VA facility** coordinator for you to receive credit for the required training. It is strongly recommended that you retain a copy for your records.

Access Website: <https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

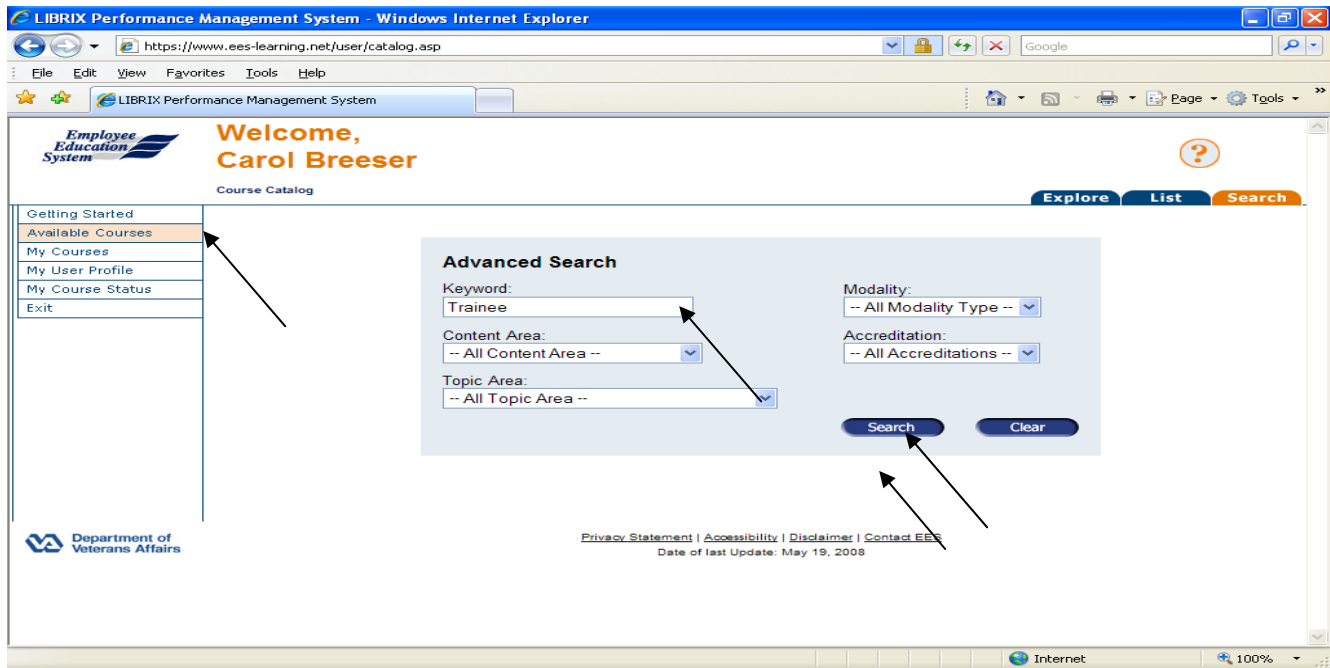


<CLICK> on First Time Users

Follow the instructions to create an account for yourself. For **Trainee Title** drop down box, select (Residents, Students, Contractor) and for **Facility Title** drop down box, select **VHA**)

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Then go to <Available Courses> and type in Trainee  
<CLICK> on Search



Take the VHA Mandatory Training for Trainees – VII now closed. New version titled Released 2010. When complete, save a copy on your computer and print a copy to hand in to your training coordinator.



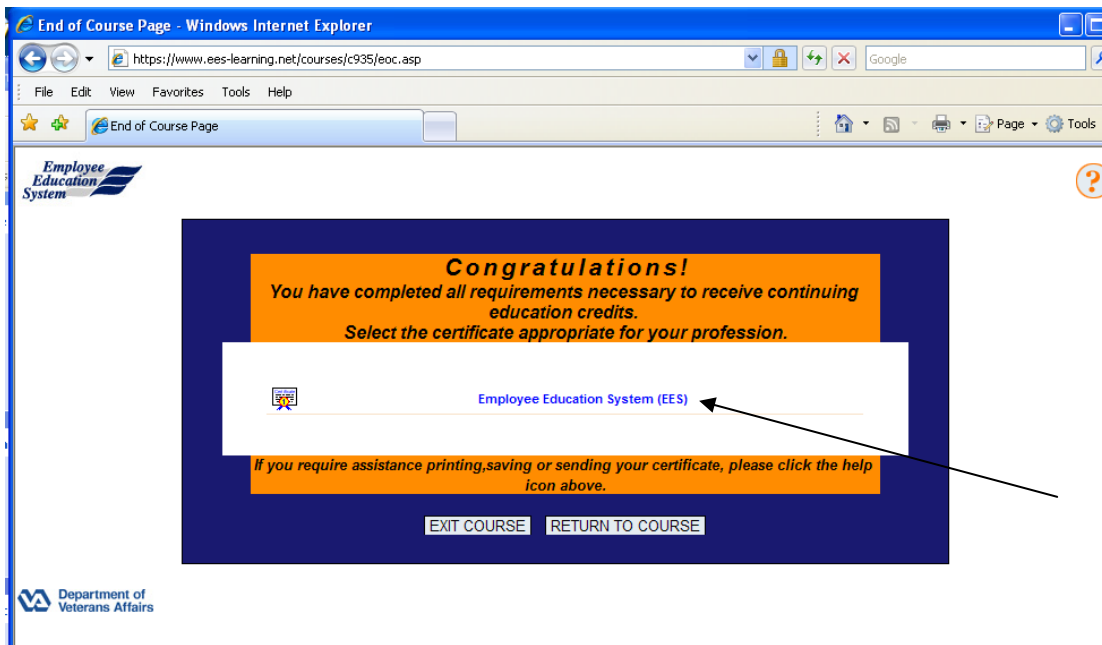
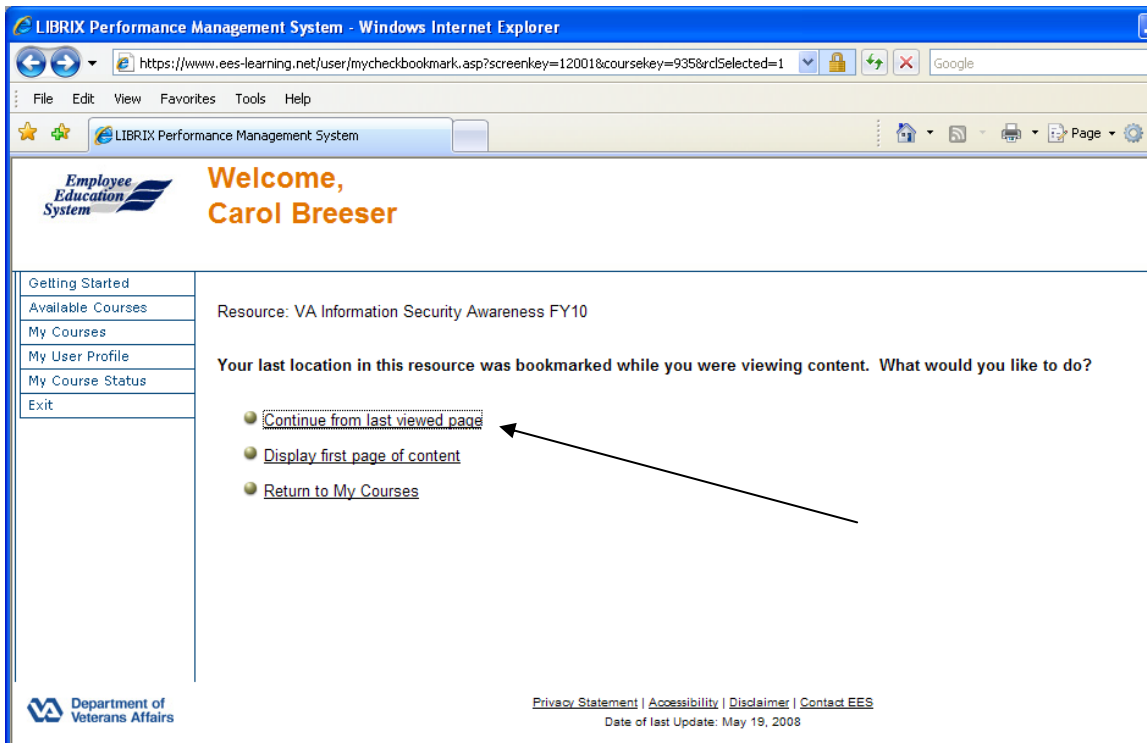
The training doesn't go to any database, so a hard copy or electronic copy of the certificate is necessary. Ask your training coordinator what he or she prefers. The credit for this training lasts for 365 days.

You will need to repeat the training in a year if you are here for longer than that time period.

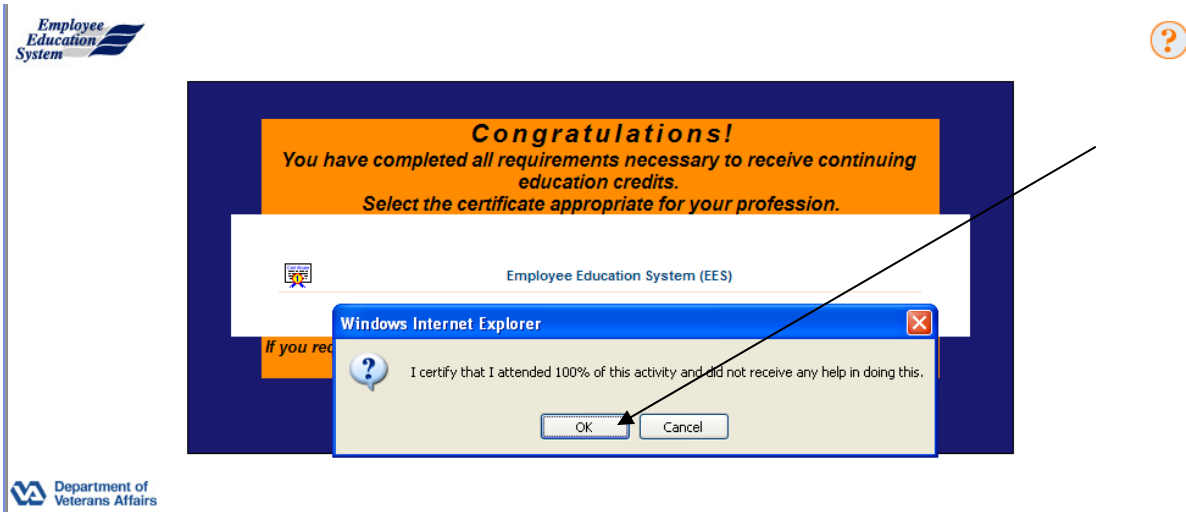
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If you need to print a copy of your certificate at a later date do the following (screenshot follow):

From EES home page  My Courses tab  Select and click the course that has completed  Next page, [Continue from last viewed page](#)  When complete, [click here](#) to access the survey and certificate.



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Make sure your certificates show the correct date.

