

How to Complete Your TRAIN.org Profile

After you create your TRAIN.org account, you must finish your profile before taking the **DCF Mandated Reporter Training**. Any section marked **Incomplete** must be filled in.

Steps to Complete Your Profile

1. **Log In**
 - Go to www.train.org, choose **Connecticut (CT TRAIN)**, and log in.
2. **Open Profile**
 - Click your **name** in the top right corner and select **Profile**.
3. **Fill In Each Section**
 - **Account & Contact** – confirm your email, phone, and password.
 - **Address** – enter your city, state, and ZIP code.
 - **Organization** – select **LEAP for Kids** if listed. If not, choose **Other Affiliates / General Public** and type **LEAP for Kids** as your employer.
 - **Professional Role & Work Setting** – pick the options that best describe your job (ex: “Youth Worker” / “Community Organization”).
 - **License or ID Numbers** – only fill these if you have them; otherwise, leave blank.
4. **Save Your Profile**
 - Click **Save** at the bottom of the page.
5. **Check Completion**
 - Make sure no sections say **Incomplete**. Once done, you can register for and launch the training.

Once completed, it should be emailed to payroll@leapforkids.org