

# Public Health Nurse Ready

## Participant Guidebook



CPHCE

Center for Public Health  
Continuing Education

# Public Health Nurse Ready

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Questions? Call 518-402-0330 or e-mail: [coned@albany.edu](mailto:coned@albany.edu)

# Public Health Nurse Ready Program Description

**Public Health Nurse Ready (PHN Ready)** is an online certificate program for RNs working in public health, or RNs desiring to know about how public health works. LPNs and other RN's may find the certificate of interest, aswell. All courses are self-paced and online, and reflect the Tier 1 [2018 core competencies for public health nurses](#) set forth by the [Quad Council of Public Health Nursing Organizations](#).

The certificate consists of 9 required online courses, which should take roughly 11.5 hours to complete. Many of the courses provide continuing education credits. These credits (or contact hours) are awarded by course. The PHN Ready certificate does not provide credits, nor does the New York State Department of Health Learning Management System.

**The Center for Public Health Continuing Education (CPHCE)** is nationally known for its distance learning training, including the award-winning Public Health Live (T2B2) webcast series and numerous interactive, self-paced online courses. To achieve its mission, “to provide exemplary education and training for the public health workforce”, CPHCE offers a variety of free and affordable webinars, webcasts and in-person trainings. Nursing, CME and Certified Health Education Specialist continuing education credits are available for many of its programs. Support for CPHCE is through state and federal funding.

*Disclaimer: PHN Ready was originally funded by the US Department of Labor and is now supported by the Center for Public Health Continuing Education.*

# Public Health Nurse Ready

## Program Requirements

<b>Number</b>	<b>Title</b>	<b>Continuing Ed. Credits Offered</b>	<b>Time to Complete</b>
<a href="#">NYNJ-201</a>	<a href="#">Orientation to Public Health</a>	No Credits Offered	1 Hour
<a href="#">NYNJ-042</a>	<a href="#">Exploring Cross-Culture Communication</a>	CHES, CNE, CME	2.5 Hours
<a href="#">UACPHP-206</a>	<a href="#">Field Epidemiology</a>	CNE,CME, CPH	1 Hour
<a href="#">NYNJ-089a</a>	<a href="#">Health Literacy and Public Health: Introduction</a>	CHES/MCHES, CNE, CME	1.5 Hours
<a href="#">ESPHTC-FIN101</a>	<a href="#">Doing a Lot with a Little: Economic Analysis for Public Health</a>	CHES/MCHES, CNE, CME	1 Hour
<a href="#">NYNJ-257</a>	<a href="#">Program Development and Evaluation</a>	CHES/MCHES, CNE, CME	1 Hour
<a href="#">ESPHTC-294</a>	<a href="#">Community Dimension of Practice ( Part I)</a>	CHES/MCHES, CNE, CME	1 Hour
<a href="#">ESPHTC-302</a>	<a href="#">Community Dimension of Practice ( Part II)</a>	CHES/MCHES, CNE, CME	1 Hour
<a href="#">ESPHTC-HE 101</a>	<a href="#">Addressing Health Equity: A Public Health Essential</a>	CHES/MCHES, CNE, CME	1.5 Hour

Total Time to Complete: 11.5 hours

# Public Health Nurse Ready

## Program Requirements

### Requirements:

PHN Ready is targeted toward RNs working in public health, and to RNs desiring to know about how public health works. LPNs and other RN's may also enroll. There is no residency requirement; students may enroll from any geographic location within the US states or territories.

### Enrolling:

Candidates should enroll through the New York State Department of Health Learning Management System website at <https://www.nylearnsph.com/Public/default.aspx>. Please see complete REGISTRATION DIRECTIONS located here in the Participant Guidebook on page 7.

The New York State Department of Health Learning Management System (LMS) is a “registration system” used to group many courses together. The courses are from various educational institutions and are not “housed” on the LMS. You will need to go into the courses’ systems and create a username and password.

Helpful Hint: Use the same username and password for each system. You may use the space below to keep track of your username(s) and password(s).

<p>New York State Department of Health Learning Management System</p> <p>Username: _____</p> <p>Password: _____</p> <p>Empire State Public Health Training Center courses (ex. ESPHTC-070)</p> <p>Username: _____</p> <p>Password: _____</p>
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# Public Health Nurse Ready

## Tracking and Application

### Tracking your progress:

Participants may want to track their progress to ensure they meet the requirements. You can access the tracking sheet [here](#), which may be used for this purpose.

### PHN Ready Evaluation & Request for Certificate

Once you have completed all requirements, you must complete a brief PHN Ready Evaluation & Request for Certificate, which can be found [here](#). This evaluation will take 5-10 minutes to complete and is designed to improve the PHN Ready certificate program; assisting us in ensuring that PHN Ready stays relevant and remains a useful tool for nurses. All responses and information will remain confidential. **After submitting the PHN Ready Evaluation & Request for Certificate, please allow 2-4 weeks for processing.**

Questions? Contact the Center for Public Health Continuing Education at (518) 402-0330 or [coned@albany.edu](mailto:coned@albany.edu).

# Public Health Nurse Ready

## Registration Directions– Learning Management System

### Step 1: Register on LMS

To register for the Public Health Nurse Ready Certificate program, please go to the New York State Department of Health's Learning System:

<https://www.nylearnsph.com/Public/default.aspx>

Click on "Click Here" on the left upper hand side (below Login)



The screenshot shows a login form with two input fields: "USERNAME:" and "PASSWORD:". Below the fields is a "LOGIN" button. Underneath the button, there is a link that says "Not registered yet? CLICK HERE to register with us". A black arrow points from the text in Step 1 to this link. At the bottom of the page, there is a navigation bar with "Home" and "Getting Started" links.

### Step 2: Create a Profile

You will be asked to create a profile. Please complete all required fields and include your agency name in the first line of your work address, in addition to the Agency drop down menu. (You DO NOT need to take any assessments. Those are optional and are not a part of this certificate.)

Once you have completed your profile, please click on "Submit your Registration".

If you are already registered on the LMS, you DO NOT need to create a new profile.

# Public Health Nurse Ready

## Registration Directions

### Step 1:

Under “User Menu” on the left hand side, please click on “Course Catalog.”

New York State State Agencies

Department of Health - Learning Management System  
Information for a Healthy New York

USERNAME:  
PASSWORD:  
LOGIN

Not registered yet?  
[CLICK HERE](#)  
to register with us

Professional Development in 3 steps:

- 1 Assess and maintain your competencies
- 2 Register for recommended courses
- 3 Get trained

My Current Courses  
Please log in

Announcements

- PH Educator Curriculum  
Required for all PHEs hired after August 20, 2008
- \*\*Public Health Nurses\*\*  
Mandated training for new PHN2 and SPHN hires
- Leadership Assessment  
Assess your leadership skills & knowledge
- CDC Social Media Toolkit  
CDC guidance on best practice use of social media
- CTI-200 & CTI-300

Home  
Getting Started  
Password Retrieval  
LMS Demos  
**Course Catalog**  
Conference  
Calendar

### Step 2:

Click on “Program Catalog” at top center of the page.

New York State State Agencies

Department of Health - Learning Management System  
Information for a Healthy New York

USERNAME:  
PASSWORD:  
LOGIN

Not registered yet?  
[CLICK HERE](#)  
to register with us

Home  
Getting Started

## Course Catalog

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#)

There are currently 872 courses offered in the Course Catalog. [View all courses](#) or search or browse for specific types of courses.

Browse Catalog By Category

- View All Courses
- Administration
- Chronic Disease

OR Search Catalog Query

Course Keyword Search:

Course Format:



# Public Health Nurse Ready

## Registration Directions

### Step 3:

Click on the title of the Program to begin registering for all of the courses.

**Program Catalog**

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

Course Keyword Search

Course Format

Course Category

**Available Programs**

- [Public Health Nurse Ready Certificate Program 2015](#)
- [2012 Public Health Educator Continuing Education Program](#)
- [2012 Public Health Nurse 2 Continuing Education Program](#)
- [2012 Supervising Public Health Nurse Continuing Education Program](#)
- [Foundations of Public Health certificate 1](#)
- [New Local Health Director Commissioner Program](#)
- [Greene County PH 2014 Inservices](#)
- [Basic Environmental Health Program - Fall 2015](#)
- [Advancing Cultural Competence - Latino/a Series Certificate](#)
- [Advancing Cultural Competence - American Indian Series Certificate](#)

### Step 4:

Please read the information on the page and scroll down to the bottom of the page and click "Begin Program Enrollment."

**Prerequisites**

Requirements:

RNs working in public health, or desiring to know about how public health works. LPNs and other RN's may find the certificate of interest as well. Males registering for the certificate must provide proof of selective service registration.

**Co-Sponsor**

University at Albany, School of Public Health

[Back to Top](#)

Enrollment for Public Health Nurse Ready Certificate Program. If you have already enrolled in this program, each course below can be completed via My Courses - [Current Courses](#) or My Courses - [Current Programs](#) tab.

**Course Status Table**

Status	Date	Course	Course #	Formats	Category
Not Enrolled		<a href="#">NYNJ-042 Communicate to Make a Difference (Part 1): Exploring Cross-Cultural Communication</a>	NYNJ-042	Online	Communication
Not Enrolled		<a href="#">NYNJ-089a Health Literacy and Public Health (Module 1 of 2)</a>	NYNJ-089a	Online	Communication
Not Enrolled		<a href="#">NYNJ-201 Orientation to Public Health</a>	NYNJ-201	Online	Core Public Health
Not Enrolled		<a href="#">UACPHP-206 Field Epidemiology</a>	UACPHP-206	Online	Epidemiology/Surveillance
Not Enrolled		<a href="#">UASPH-PHL051707 Public Health Live/T2B2: Public Health Nursing</a>	UASPH-PHL051707	Streaming	Core Public Health
Not Enrolled		<a href="#">UASPH-PHL111606 Public Health Live/T2B2: Public Health and Public Policy</a>	UASPH-PHL111606	Streaming	Legal/Ethics
Not Enrolled		<a href="#">UNC-051107 Healthy Places Leading to Healthy People: Community Engagement Improves Health for All</a>	UNC-051107	Streaming	Core Public Health

# Public Health Nurse Ready

## Registration Directions

### Step 5:

You will see a “Course Status Table”. Scroll down to enroll for each required course. Click on “Enroll.”

Please complete enrollment for any courses listed below.

**NYNJ-042 Communicate to Make a Difference (Part 1): Exploring Cross-Cultural Communication**

Enrollment Deadline	Section	Course Format	Start/End Dates	Meeting Times	Location	Instructor (s)	Speaker (s)
<input type="button" value="Enroll"/> Ongoing	Exploring Cross-Cultural Communication	Online	Ongoing				

**UACPHP-206 Field Epidemiology**

Enrollment Deadline	Section	Course Format	Start/End Dates	Meeting Times	Location	Instructor (s)	Speaker (s)
<input type="button" value="Enroll"/> Ongoing	Field Epidemiology	Online	Ongoing				

**NYNJ-080 Health Literacy and Public Health (Module 1 of 6)**

### Step 6:

After clicking “Enroll”, you must select your credit type.

Please complete enrollment for any courses listed below.

**NYNJ-042 Communicate to Make a Difference (Part 1): Exploring Cross-Cultural Communication**

Enrollment Deadline	Section	Course Format	Start/End Dates	Meeting Times	Location	Instructor (s)	Speaker (s)
<input type="button" value="Enroll"/> Ongoing	Exploring Cross-Cultural Communication	Online	Ongoing				

You must select the credit type to complete the registration for the course.

Name of Course: NYNJ-042 Communicate to Make a Difference (Part 1): Exploring Cross-Cultural Communication

Select Your Credit Type: [\(More Info\)](#)

2.5 CNE  
 2.5 CME  
 2.5 CEU  
 None

### NOTE

The LMS does not provide continuing education credits. The courses and their educational institutions provide the

# Public Health Nurse Ready

## Registration Directions

### Step 7:

Continue to enroll in each course. Once you have enrolled for all the courses, you will see a Program Enrollment – Summary page.

Click “Launch Course” to begin any of the requirement coursework.

### Program Enrollment

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

#### Public Health Nurse Ready Certificate Program 2012 - Course Status List

Scroll down to continue with program course enrollment

#### Course Status Table

Status	Date	Contact Admin	Course Name
Enrolled	9/8/2014	Email	<a href="#">NYNJ-201 Orientation to Public Health</a> Orientation to Public Health <input type="button" value="Launch Course"/> <input type="button" value="Unenroll"/>
Enrolled	12/12/2014	Email	<a href="#">NYNJ-042 Communicate to Make a Difference (Part 1): Exploring Cross-Cultural Communication</a> Exploring Cross-Cultural Communication <input type="button" value="Launch Course"/> <input type="button" value="Unenroll"/>
Enrolled	11/24/2014	Email	<a href="#">UACPHP-206 Field Epidemiology</a> Field Epidemiology <input type="button" value="Launch Course"/> <input type="button" value="Unenroll"/>
Enrolled	2/9/2015	Email	<a href="#">ESPHTC-294 Community Dimensions of Public Health Practice (Part 1)</a> Community Dimensions of Public Health Practice (Part 1) <input type="button" value="Launch Course"/> <input type="button" value="Unenroll"/>
Enrolled	9/3/2015	Email	<a href="#">ESPHTC-302 Community Dimensions of Public Health Practice (Part 2)</a> Community Dimensions of Public Health Practice (Part 2)

Questions? Lost? Call 518-402-0330 or e-mail: [coned@albany.edu](mailto:coned@albany.edu)

# Public Health Nurse Ready

## Registration Directions

### Step 8:

Once you are on the PHTC website simply login or complete the one-time registration and you will be launched directly into the course you requested. Whenever you return to this, or any other PHTC course the system will remember you and ask you to login using the Username and Password you selected during the PHTC registration.

### NOTE

Upon completion of your courses, NYLearnsPH.com LMS Administrators will be made aware of your status and your course record will be updated within two weeks of completion. Anytime you enroll in and launch a new PHTC course from www.NYLearnsPH.com you will be recognized and will only need to enter your PHTC password to access a course.

## Public Health Training Courses Online

Self-paced online public health training

[View Available Trainings](#)

[Create an Account](#)

[Log In](#)

### Featured Trainings



As a trainer one of the first things I am asked is: **When do we complete the H/C PRI?**  
That's a great question. We complete an H/C PRI when a person is being considered for nursing facility placement and is currently in the **community**.

### Hospital and Community Patient Review Instrument (H/C PRI)

Certification course to allow Registered Nurses (RNs) in New York to complete the H/C PRI to assess a person's condition and the amount of care required. An Assessor Identification number will be issued to all RNs that complete the training.

### Log In

#### Important!

Please **do not** use logins from other sites.

Username

Password

[Log In](#)

[Having trouble logging in?](#)

Questions? Lost? Call 518-402-0330 or e-mail: [coned@albany.edu](mailto:coned@albany.edu)