

# Instructions to complete the VHA Mandatory Training for Trainees Refresher Course

<https://www.ees-learning.net/>

This website is available from any internet connection in the world 24 hours a day, 7 days a week. Use Internet Explorer for best results

**First Time Users**

**Forgot Password?**

User Name:

Password:

Login

**Welcome**

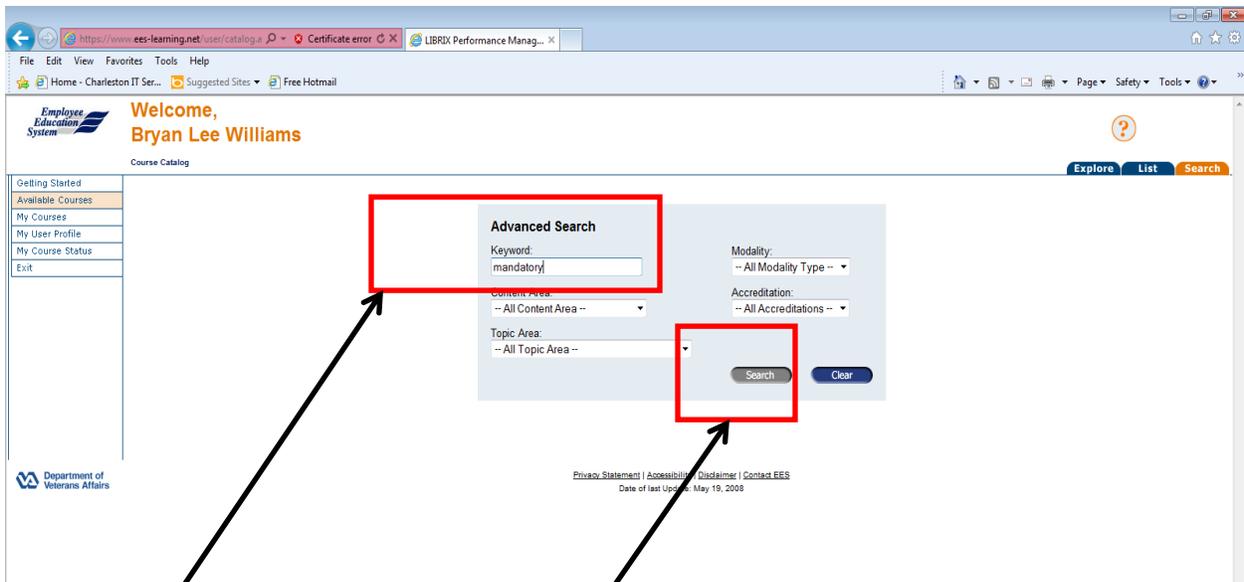
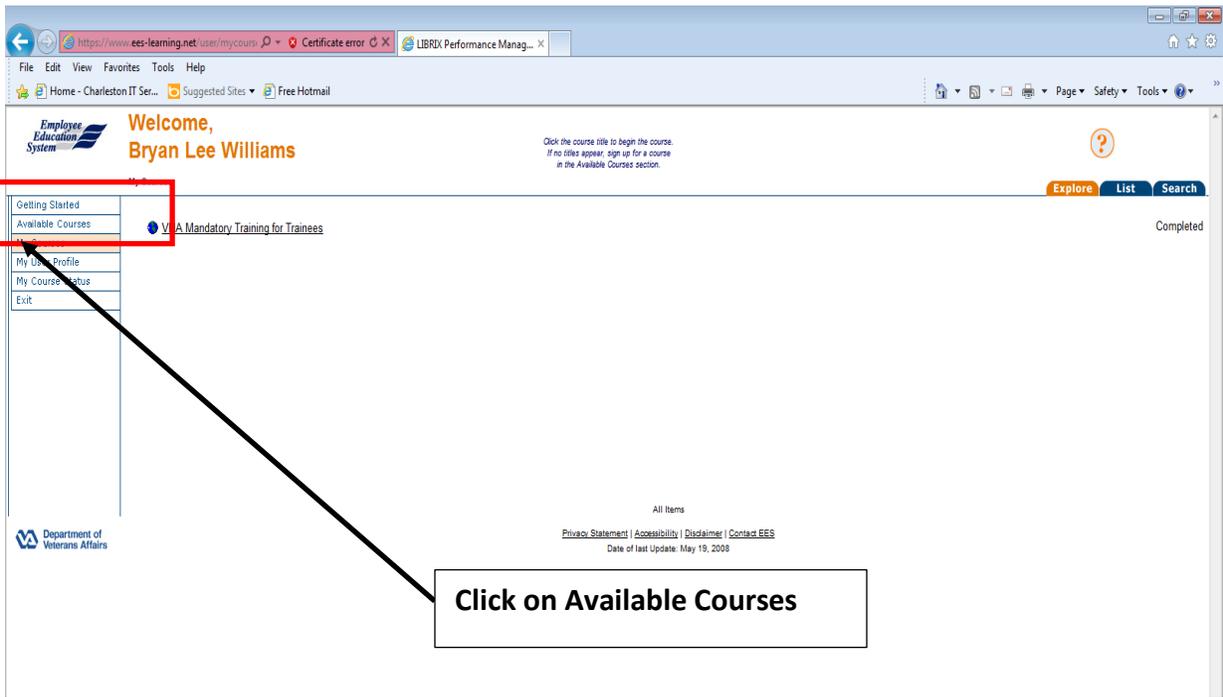
The Employee Education System (EES) is the Veterans Health Administration's education and training organization. We specialize in quality products and services for continuous learning and performance improvement.

This site supports IE 5.5 and greater. Netscape and all other browsers are not supported. If you have trouble with this site contact Help Desk at 1-866-496-0463 between the hours of 8:00 AM and 10 PM EST or email [eeslibrixhelp@va.gov](mailto:eeslibrixhelp@va.gov).

**Employee Education System** | [Privacy Statement](#) | [Accessibility](#) | [Disclaimer](#) | [Contact EES](#) | **Department of Veterans Affairs**  
Date of last Update: July 17, 2005

Login using previously established username and password – contact the help desk at 1-866-496-0463 if you don't recall this information.

SUBMIT COMPLETION CERTIFICATE TO:  
[bryan.williams2@va.gov](mailto:bryan.williams2@va.gov) or via fax **478-274-5876**



Search for keyword "Mandatory" then click the "Search" button – **DO NOT** click on Enter

Employee Education System  
Welcome, Bryan Lee Williams  
Course Catalog

Getting Started  
Available Courses  
My Courses  
My User Profile  
My Course Status  
Exit

Keyword = mandatory

Occupational Safety and Health Training for Supervisors	Sign Me Up
Privacy and HIPAA Training FY12	Sign Me Up
Privacy and HIPAA Training FY12 – PowerPoint Option	Sign Me Up
Privacy and HIPAA Training FY12 – Text/Print Option	Sign Me Up
VA Privacy and Information Security Awareness and Rules of Behavior FY12 - Print	Sign Me Up
VHA Mandatory Training for Trainees	Registration Complete
<b>VHA Mandatory Training for Trainees Refresher Course</b>	Sign Me Up
VHA Mandatory Training for Trainees Refresher Course (CLOSED)	
VHA MTT - VII (CLOSED)	Registration Complete

All Items  
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Date of last Update: May 19, 2008

Department of Veterans Affairs

Click on the hyper link **“Sign Me Up”**

Employee Education System  
Welcome, Bryan Lee Williams  
My Courses

Getting Started  
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My Course Status  
Exit

Click the course title to begin the course.  
If no titles appear, sign up for a course in the Available Courses section.

VHA Mandatory Training for Trainees	Completed
<b>VHA Mandatory Training for Trainees Refresher Course</b>	Available

All Items  
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Department of Veterans Affairs

Click on the **“VHA Mandatory Training for Trainees Refresher Course”** Link.

**VHA Mandatory Training for Trainees Refresher Course**

**Welcome**

**Note:** You are beginning a course entitled "Refresher Course for VHA Trainees – 2010". This course covers only annual requirements for training, and does not include all modules covered in the "VHA Mandatory Training for Trainees – Released 2010". If you are beginning this refresher course and do not remember completing the online or PDF version of the complete "VHA Mandatory Training for Trainees – Released 2010", Stop Now. Please exit out of this program, and begin the "VHA Mandatory Training for Trainees – Released 2010" course.

Welcome to the VHA Mandatory Training for Trainees Refresher Course. As a trainee in a Veterans Affairs (VA) facility, paid or unpaid, you are required to fulfill Federal requirements for training. Consisting of only 8 annual 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.

**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** for you to receive credit for the required training. It is strongly recommended that you retain a copy for your records.

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. Note: If you have not done so already, please retain your log-in information in a safe place in case you need to return to this website.

**Begin the course – At the end of each section there is a quiz you must complete before moving to the next section**

**VHA Mandatory Training for Trainees Refresher Course**

Employee Education System

**Instructions:** For each item, please indicate the response that best describes your reaction to the educational activity, using the scale provided.

- The objectives clearly defined the content and/or skills to be addressed.
  - 1 - Strongly Disagree
  - 2 - Disagree
  - 3 - Neutral
  - 4 - Agree
  - 5 - Strongly Agree
- The content adequately addressed the stated objectives.
  - 1 - Strongly Disagree
  - 2 - Disagree
  - 3 - Neutral
  - 4 - Agree
  - 5 - Strongly Agree
- The content was relevant to my job-related needs.
  - 1 - Strongly Disagree
  - 2 - Disagree
  - 3 - Neutral
  - 4 - Agree
  - 5 - Strongly Agree
- Materials enhanced content delivery.
  - 1 - Strongly Disagree
  - 2 - Disagree
  - 3 - Neutral
  - 4 - Agree
  - 5 - Strongly Agree
  - NA
- Materials were used effectively during the educational activity.
  - 1 - Strongly Disagree
  - 2 - Disagree
  - 3 - Neutral
  - 4 - Agree
  - 5 - Strongly Agree

Continue Later Submit

Page 1 of 1

**At the end of the course, you may be prompted to complete a survey – If so, you must answer all questions including adding comments in the last question**

Employee Education System  
Welcome, Bryan Lee Williams

Getting Started  
Available Courses  
My Courses  
My User Profile  
My Course Status  
Exit

### VHA Mandatory Training for Trainees Refresher Course

Thank you for submitting your survey.

[Evaluation-Certificates](#) | [Exit Course](#) | [Back to Course](#)

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**Once the course is complete you must print the completion certificate. Click on the “Evaluation-Certificates” link**

Employee Education System

End of Course Page

**Congratulations!**  
You have completed all requirements necessary to receive continuing education credits.  
Select the certificate appropriate for your profession.

 [Employee Education System \(EES\)](#)

If you require assistance printing, saving or sending your certificate, please click the help icon above.

[EXIT COURSE](#) [RETURN TO COURSE](#)

Department of Veterans Affairs

**Click on the “Employee Education System (EES)” link**

**Congratulations!**  
You have completed all requirements necessary to receive continuing education credits.  
Select the certificate appropriate for your profession.

Employee Education System (EES)

If you require assistance printing, saving or sending your certificate, please click the help icon above.

EXIT COURSE RETURN TO COURSE

Message from webpage

I certify that I attended 100% of this activity and did not receive any help in doing this.

OK Cancel

**Click OK to certify you have completed the course**

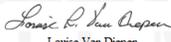
Print

Employee Education System  
**Certificate of Completion**  
This is to certify that  
**Bryan Lee Williams**  
has completed a course entitled  
**VHA Mandatory Training for Trainees Refresher Course**

The Employee Education System has presented this  
Continuing Education Activity for 1 contact hour(s)

The Employee Education System maintains responsibility for the program.

This training was completed on Feb 8, 2012

   
Louise Van Diepen  
Acting VHA Chief Learning Officer

**Congratulations!**  
You have completed all requirements necessary to receive continuing education credits.  
Select the certificate appropriate for your profession.

Employee Education System (EES)

If you require assistance printing, saving or sending your certificate, please click the help icon above.

RETURN TO COURSE

**Click "Print" to print your completion certificate.  
Forward your certificate to Education Service via fax at 478-274-5876 or  
email to [bryan.williams2@va.gov](mailto:bryan.williams2@va.gov)  
Click "Exit Course" - You are now complete.**