

ProTrainings Guide



What is ProTrainings?



What is ProTrainings?

ProTrainings is the host platform InterExchange uses to virtually train our participants in CPR, AED, First Aid, and Coronavirus awareness.



Do I make my own account?



Do I make my own account?

No, please do not make your own account in ProTrainings. InterExchange will make your account for you using our credits so you do not need to pay for the certificate.



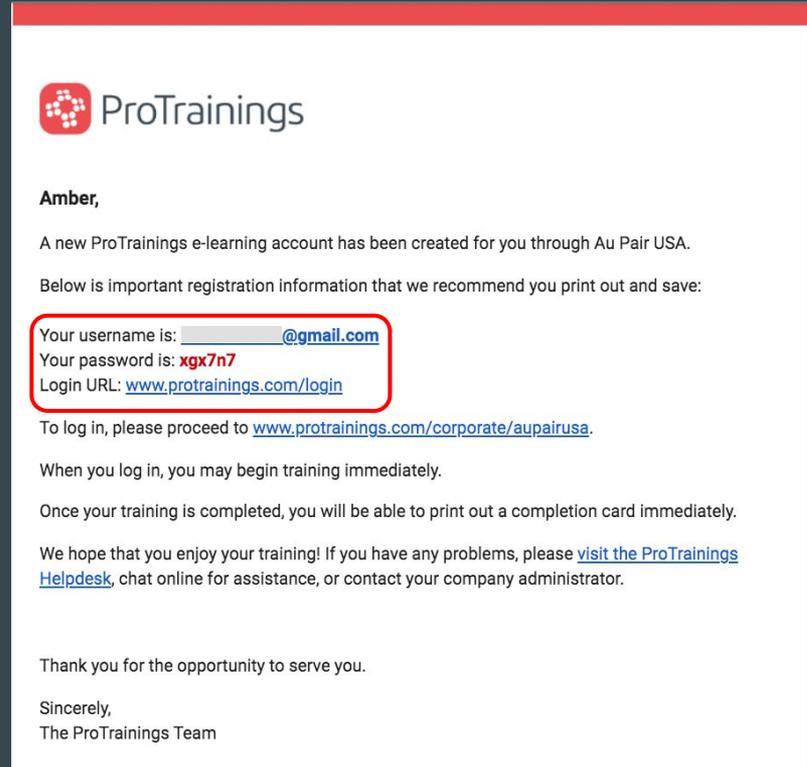
How do I log in to my ProTrainings account?



How do I log in to my ProTrainings account?

You will receive an email from ProTrainings. In the email, you will find your username and temporary password.

To log in for the first time, click the “Login URL” link.

A screenshot of an email from ProTrainings. The email header shows the ProTrainings logo and name. The body of the email is addressed to 'Amber' and informs her that a new e-learning account has been created for her through Au Pair USA. It provides registration information: a username ending in '@gmail.com', a password 'xgx7n7', and a login URL 'www.protrainings.com/login'. The login URL is highlighted with a red box. The email concludes with a thank you and the ProTrainings Team signature.

 ProTrainings

Amber,

A new ProTrainings e-learning account has been created for you through Au Pair USA.

Below is important registration information that we recommend you print out and save:

Your username is: @gmail.com
Your password is: **xgx7n7**
Login URL: www.protrainings.com/login

To log in, please proceed to www.protrainings.com/corporate/aupairusa.

When you log in, you may begin training immediately.

Once your training is completed, you will be able to print out a completion card immediately.

We hope that you enjoy your training! If you have any problems, please [visit the ProTrainings Helpdesk](#), chat online for assistance, or contact your company administrator.

Thank you for the opportunity to serve you.

Sincerely,
The ProTrainings Team



How do I log in to my ProTrainings account?

Type in your username and temporary password from the email.

After you have logged in for the first time, you will need to change your password.

ProTrainings Dashboard Courses Groups Acceptance Help Ask Any Question Hello, Amber | Log Out

LOG IN AND START TRAINING

Username or Email

Password

Log In

How can we help?

Chat



How do I change my ProTrainings Password?



How do I change my ProTrainings Password?

Once you have logged in using your temporary Password, you will see your ProTrainings Dashboard. Click on your name in the top right corner to enter your account settings.

The screenshot displays the ProTrainings user interface. At the top, a dark blue navigation bar contains the ProTrainings logo, menu items (Dashboard, Courses, Groups, Acceptance, Help), a search bar (Ask Any Question), and a user profile section (Hello, Amber, Log Out). Below the navigation bar, the main content area is divided into two tabs: 'Training Dashboard' and 'My Account'. The 'My Courses' section is active, showing a 'Course Catalog' and a list of 'Your Enrolled Courses'. Two courses are listed: 'Coronavirus COVID-19' and 'ProFirstAid'. Each course card features a 'Begin' button and a link to 'Course Resources' or 'Course Manual'.



How do I change my ProTrainings Password?

Once in your account settings, type in your current temporary password and a new password.

You can always come back here to change your password if needed.

The screenshot shows the 'My Account' page with a 'Personal Account Details' section. A red box highlights the password change form, which includes a text instruction, 'Current Password' and 'New Password' input fields, and a 'Change Password' button. The 'Personal Account Details' section also includes fields for Username (baka500saru@gmail.com), First Name (Amber), Last Name (Guarente), Occupation, Phone, and Fax.

Training Dashboard My Account

Account Details Personal Account Details

Username:
baka500saru@gmail.com

First Name:
Amber

Last Name:
Guarente

Occupation:
[Input Field]

Phone:
[Input Field]

Fax:
[Input Field]

To change your password, please enter it below. If you do not wish to change your password, leave the password field blank.

Current Password:
[Input Field]

New Password:
[Input Field]

Change Password

How can we help? Chat



Where can I find my courses?



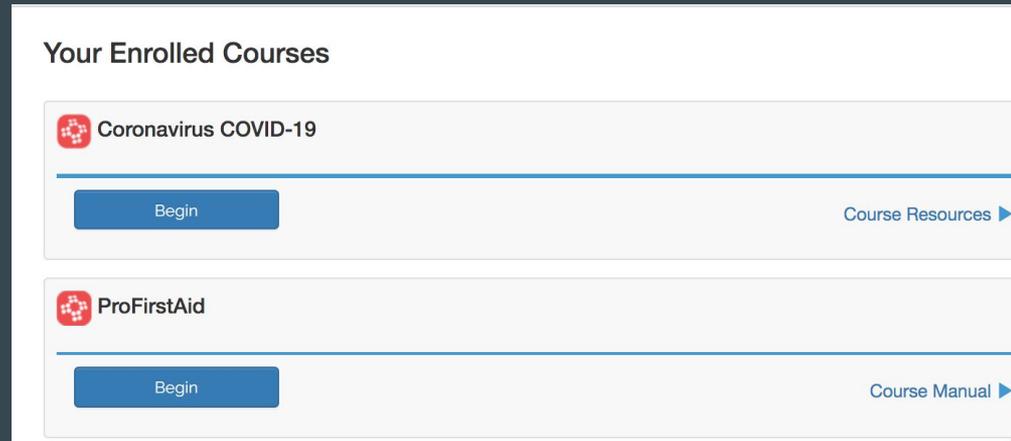
Where can I find my courses?

In the top menu bar, click on the Dashboard tab.



Once on your dashboard, you will see the classes you are currently enrolled in:

- Coronavirus COVID-19
- ProFirstAid





How do I start my training?



How do I start my training?

From the Dashboard, you can select one of the courses to begin. For this guide, I will select the Coronavirus COVID-19 first.

Your Enrolled Courses

- Coronavirus COVID-19**
[Begin](#) [Course Resources ▶](#)
- ProFirstAid**
[Begin](#) [Course Manual ▶](#)



Coronavirus COVID-19 Training

When you are ready to begin the training, click the “Start Training” button.

Start the Training

You are about to begin the online Coronavirus COVID-19 pre-test and Training.

The training consists of training videos along with comprehension questions. Your grade on the pre-test **does not affect your final exam score**.

The training will remember where you left off, so feel free to leave the training and resume at any time.

[Start Training](#)



Coronavirus COVID-19 Training

From here, you will watch all of the videos and answer pre-test questions between videos.

The screenshot shows a video player interface. On the left is a 'Training Navigation' sidebar with a list of topics: Course Introduction (02:08), An ongoing situation (01:34), COVID-19, How did Coronavirus start? (02:10), Signs and Symptoms COVID-19 (01:38), Coping with the Stress of COVID-19 (01:39), Helping Children to Cope (01:50), Coronavirus and Pets (01:19), What You Can Do (02:56), and Treatment of Coronavirus COVID-19 (01:15). The main area displays the video title 'Coronavirus COVID-19 Course Introduction (Lesson 1 of 24)' and a red video player with a progress bar at 0:07. A 'Next' button is visible at the bottom.

The screenshot shows a pre-test question interface. The title is 'Coronavirus COVID-19' and the subtitle is 'Training / Coping with the Stress of COVID-19 (Lesson 5 of 24)'. The question text is 'If you are feeling particularly overwhelmed, you may want to talk to a health worker or counsellor'. There are two answer options: 'A True' and 'B False'.



Coronavirus COVID-19 Training

Once completed, you can start the 15 question quiz by clicking the “Begin Test” button. You must score at least an 80%, or get at least 12 questions correct.

Congratulations! You have successfully passed your training. You may now proceed to the test. ×

Start the Coronavirus COVID-19 Test

You are about to begin the online ProTrainings Coronavirus COVID-19 test. Your test results are **automatically saved** online as you take the test. You may leave the exam at any point and you will **resume where you left off** as long as you do so within 7 days.

A score of **80% or better** AND mastery of every essential skill category are required to pass the exam. You may retry if you do not pass.

[Begin Test](#)



Do I have to pay for my
certificate?



Do I have to pay for my certificate?

No, you do not need to pay for your certificate. InterExchange has already paid for you. After you pass the test, you can download your certificate by clicking the “Print” button.

You can always reprint your certificate from the Dashboard.

Payment received on Tuesday, December 15, 2020. Thank you for your payment.

This is the receipt for Amber Guarente. Please print this page for your records.

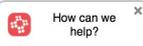
Qty	Item	Price	
1	Coronavirus COVID-19 Certificate (digital copy) Print	\$0.00	More Options
		Total: \$0.00	

Billing Details:

No payment required at this time.

Shipping Address:

100 Wall Street, Ste 301
New York, NY 10005
US



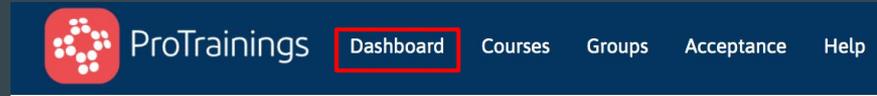


How do I go back to do my
second course?

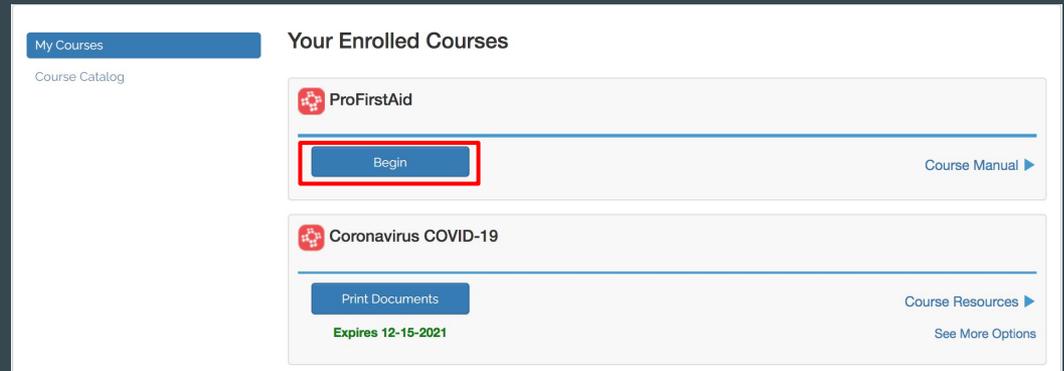


How do I go back to do my second course?

Just as you did before, you can click the “Dashboard” tab to see your classes.



On your Dashboard, you will see that you completed one course and can begin your second course by clicking “Begin” under the course.





ProFirstAid Training

When you are ready to begin the training, click the “Start Training” button.

Start the Training

You are about to begin the online CPR + First Aid for All Ages pre-test and Training.

The training consists of training videos along with comprehension questions. Your grade on the pre-test **does not affect your final exam score**.

The training will remember where you left off, so feel free to leave the training and resume at any time.

Start Training



ProFirstAid Training

From here, you will watch all of the videos and answer pre-test questions between videos.

Training Navigation

Welcome to the Course

- ProFirstAid Introduction (00:45)
- 2015 Guidelines Update - CPR and First Aid (08:16)
- The Five Fears of CPR Rescue (05:11)
- How to Access EMS Through Technology (04:37)

Medical Emergencies

- Heart Attacks (08:00)
- Stroke (06:26)

Universal Precautions

- Universal Precautions in the Workplace (05:41)
- Handwashing (07:00)

4:23:21 remaining

CPR • First Aid for All Ages

ProFirstAid Introduction (Lesson 1 of 55)

CONTINUING EDUCATION CPR FIRST AID

Next

0:47 1x

Having trouble watching this video? Watch from Vimeo or YouTube

Next

CPR • First Aid for All Ages

Training / Universal Precautions in the Workplace (Lesson 7 of 55)

Universal precautions is the single most effective means for preventing the spread of contagious disease when providing CPR and First Aid.

A True

B False



ProFirstAid Training

Once completed, you can start the 40 question quiz by clicking the “Begin Test” button. You must score at least an 80%, or get at least 32 questions correct.

Congratulations! You have successfully passed your training. You may now proceed to the test. ×

Start the ProFirstAid Test

You are about to begin the online ProTrainings CPR + First Aid for All Ages test. Your test results are **automatically saved** online as you take the test. You may leave the exam at any point and you will **resume where you left off** as long as you do so within 7 days.

A score of **80% or better** AND mastery of every essential skill category are required to pass the exam. You may retry if you do not pass.

[Begin Test](#)



ProFirstAid Training

As before, you do not need to pay for your certificate. After you pass the test, you can download your certificate by clicking the “Print” button.

You can always reprint your certificate from the Dashboard.

[Print Receipt](#)

ORDER NUMBER 160803971711950

Payment received on Tuesday, December 15, 2020. Thank you for your payment.

This is the receipt for Amber Guarente. Please print this page for your records.

Qty	Item	Price	
1	ProFirstAid Certificate Print	\$0.00	More Options
		Total: \$0.00	

Billing Details:
No payment required at this time.

Shipping Address:
100 Wall Street, Ste 301
New York, NY 10005
US



Do I have to do the
“Hands On Evaluation”?



Do I have to do the “Hands On Evaluation”?

If you return to the Dashboard, you will see an option to add on a Hands On Evaluation. You DO NOT need to add this on. The certificate you get with the virtual training is enough.

The screenshot shows the 'Training Dashboard' with a 'My Account' tab. Under 'My Courses', there is a 'Course Catalog' section. The 'Your Enrolled Courses' section lists two courses:

- ProFirstAid**: Includes buttons for 'Print Documents' and 'Add Hands On Evaluation' (crossed out with a red X), a 'Course Manual' link, and 'Expires 12-15-2022'. A 'See More Options' link is also present.
- Coronavirus COVID-19**: Includes a 'Print Documents' button, 'Course Resources' link, and 'Expires 12-15-2021'. A 'See More Options' link is also present.

At the bottom right, there is a 'See Testing History' link and a small red circular logo.



**Still Have Questions?
Email Your Academy Instructor!**

aguarente@interexchange.org