

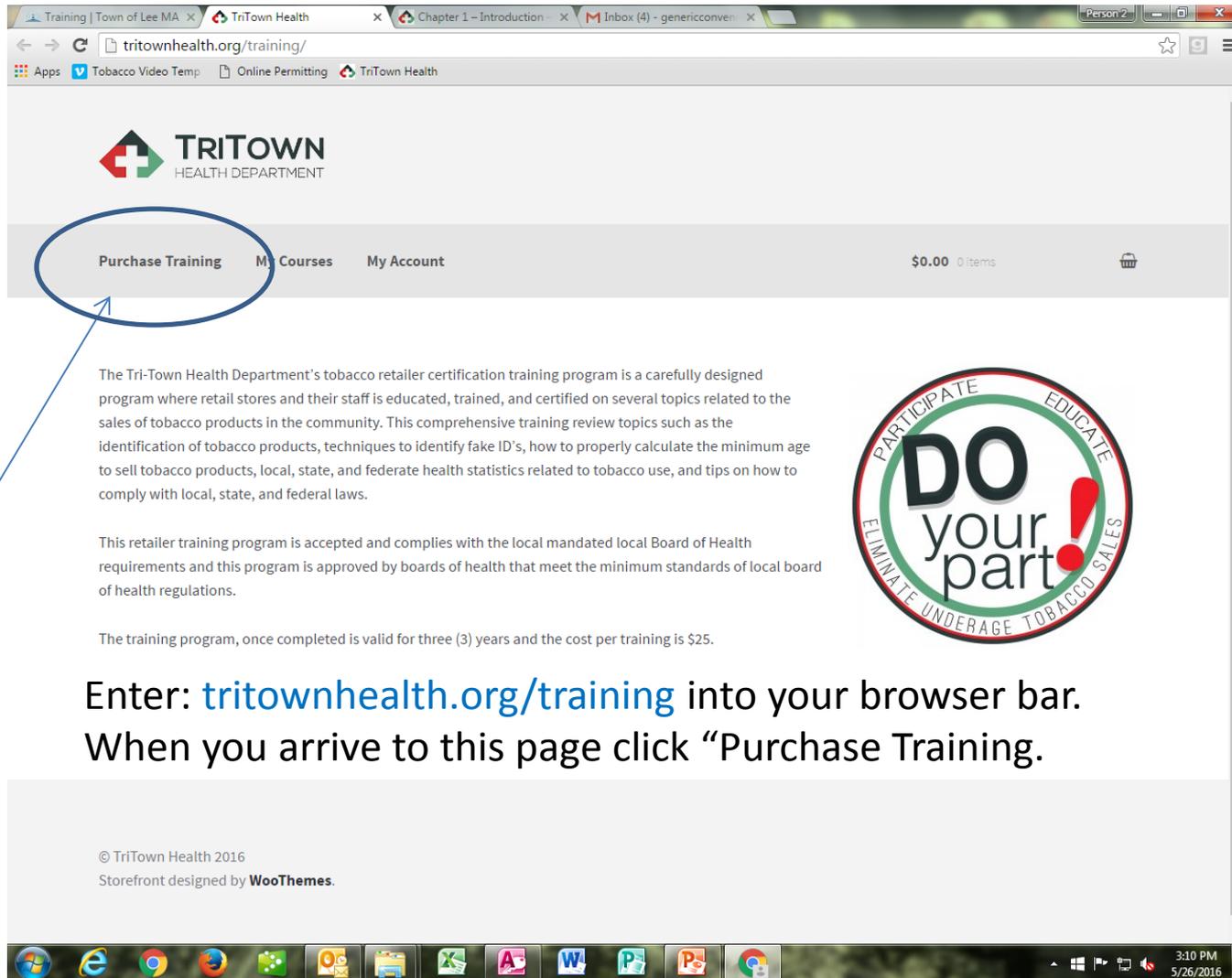


TRITOWN
HEALTH DEPARTMENT
Lee + Lenox + Stockbridge

Retail Tobacco Online Training Instructions



Tobacco Retailer Training Instructions



The screenshot shows a web browser window with the URL tritownhealth.org/training/. The page header features the Tritown Health Department logo and a navigation menu with the following items: **Purchase Training** (circled in blue), **My Courses**, and **My Account**. To the right of the navigation menu, the cart icon shows **\$0.00** and **0 items**.

The main content area contains the following text:

The Tri-Town Health Department's tobacco retailer certification training program is a carefully designed program where retail stores and their staff is educated, trained, and certified on several topics related to the sales of tobacco products in the community. This comprehensive training review topics such as the identification of tobacco products, techniques to identify fake ID's, how to properly calculate the minimum age to sell tobacco products, local, state, and federate health statistics related to tobacco use, and tips on how to comply with local, state, and federal laws.

This retailer training program is accepted and complies with the local mandated local Board of Health requirements and this program is approved by boards of health that meet the minimum standards of local board of health regulations.

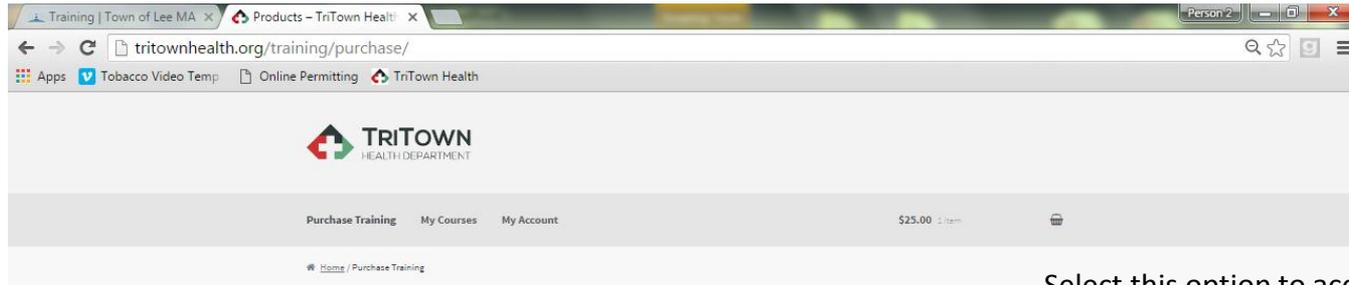
The training program, once completed is valid for three (3) years and the cost per training is \$25.

On the right side of the page, there is a circular logo with the text **DO your part!** in the center. The outer ring of the logo contains the words **PARTICIPATE**, **EDUCATE**, **ELIMINATE UNDERAGE TOBACCO SALES**.

At the bottom of the page, the footer contains the text: © TriTown Health 2016
Storefront designed by **WooThemes**.

The Windows taskbar at the bottom of the screen shows the time as 3:10 PM on 5/26/2016.

Enter: tritownhealth.org/training into your browser bar.
When you arrive to this page click “Purchase Training.”



Select this option if you are a store manager/owner or corporation purchasing multiple vouchers for future use by employees.

Click "Add to Cart" to continue.

Purchase Training



Bulk Voucher Purchase - for Store Owners/Managers
\$25.00

Add to cart



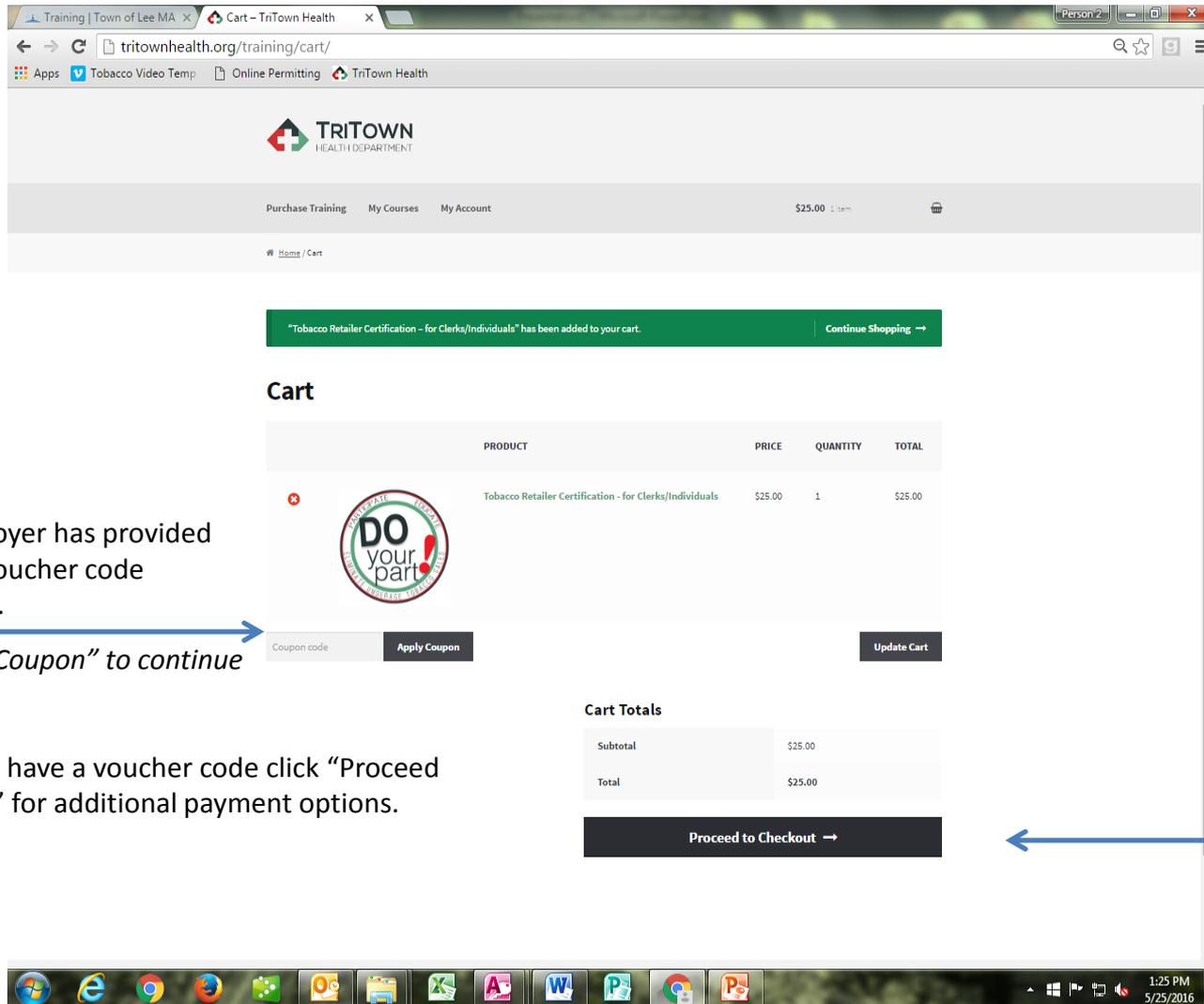
Tobacco Retailer Certification - for Clerks/Individuals
\$25.00

Add to cart

Select this option to access the training. You will be required to register as a user and enter a single use voucher provided by your employer. If you do not have a voucher, other payment options are available.

Click "Add to Cart" to continue.





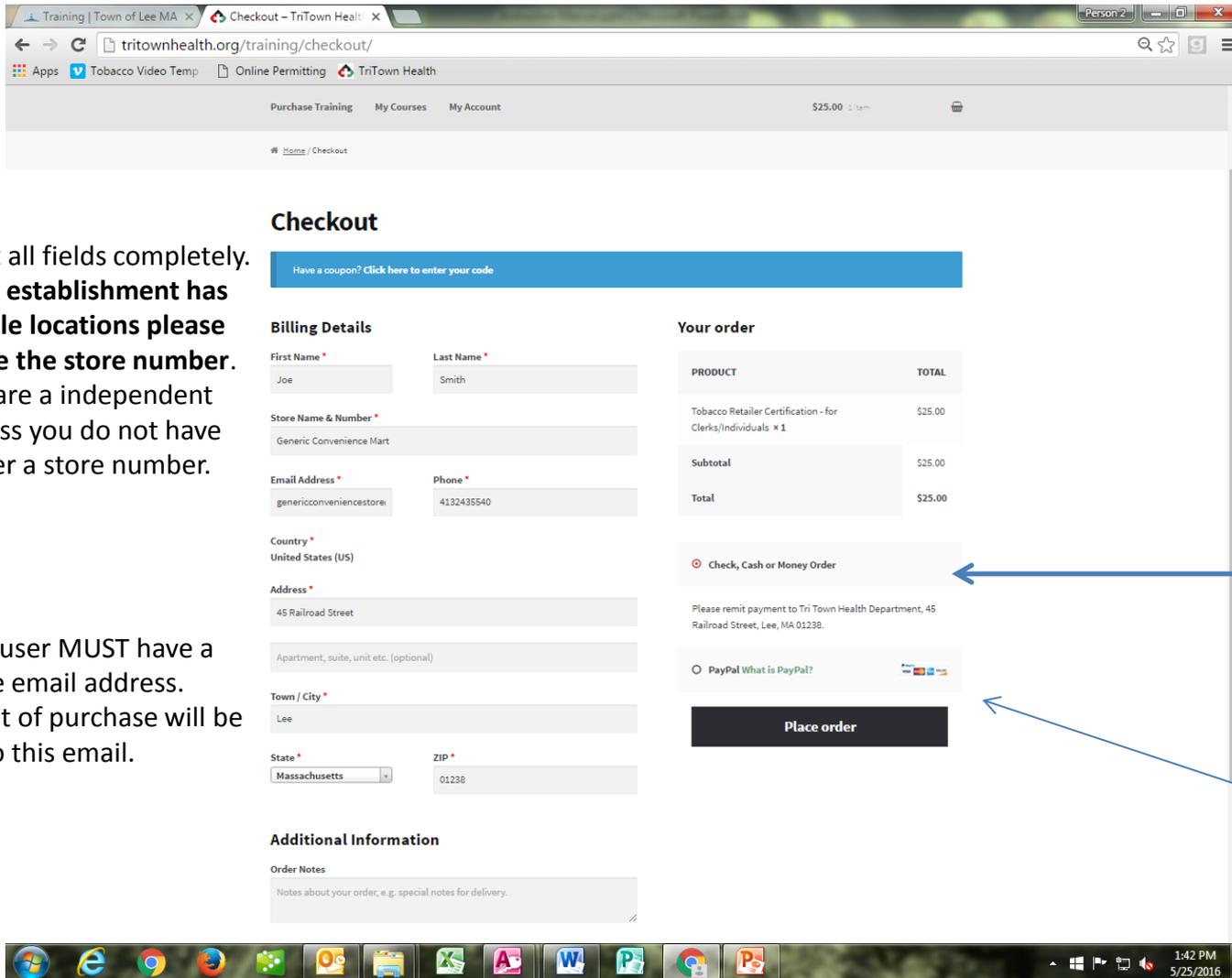
If your employer has provided you with a voucher code enter it here.

Click "Apply Coupon" to continue

If you do not have a voucher code click "Proceed to Checkout" for additional payment options.

After you have entered your code, verify that your cart is accurate.

Click "Proceed to Checkout" to continue



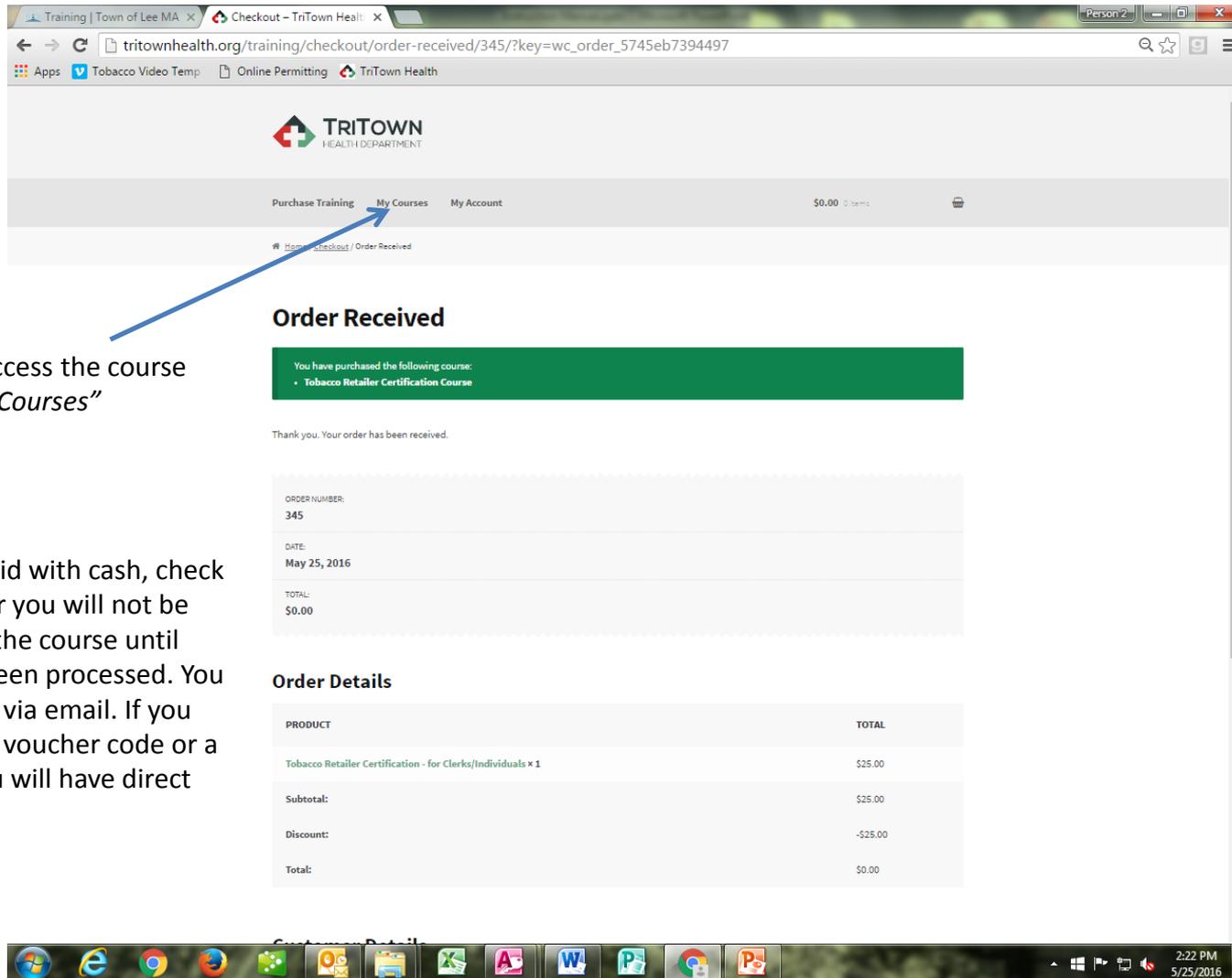
Fill out all fields completely.
If your establishment has multiple locations please include the store number.
If you are an independent business you do not have to enter a store number.

*Each user MUST have a unique email address.
Receipt of purchase will be sent to this email.

If you are not using a voucher code, select your preferred method of payment here. Payments made with cash, check or money order will display as pending until received and approved. You will be unable to access the training until payment is received.

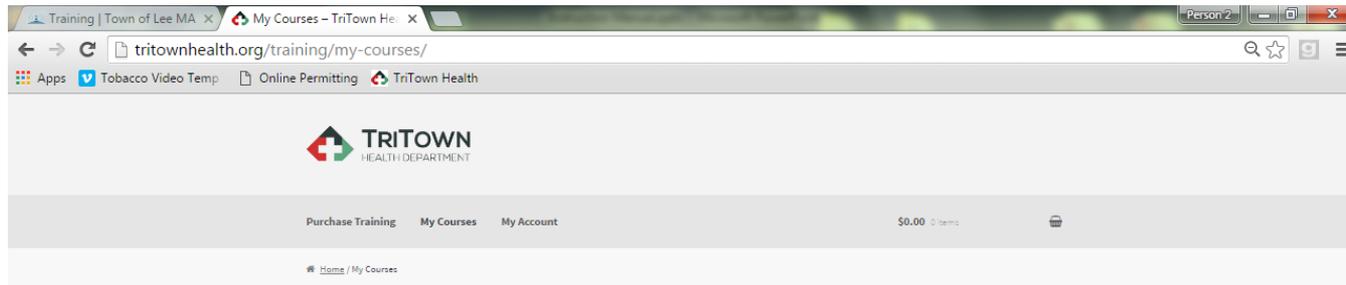
If you want to use a credit card, Select this option. Then verify that your billing Details and method of payment are correct.

Click "Place Order" to continue



Now, to access the course
Click "My Courses"

*If you have paid with cash, check or money order you will not be able to access the course until payment has been processed. You will be notified via email. If you have entered a voucher code or a credit card, you will have direct access.



Click the "Active Courses" tab

Click "Tobacco Retailer Certification Course"

My Courses

Active Courses Completed Courses

Tobacco Retailer Certification Course

9 Lessons 9 of 9 lessons completed

Thank you for registering for the web based tobacco retailer certification program, created by the Tri-Town Health Department, located in Lee, Massachusetts. Throughout this training video we are going to talk about and review a wide variety of topics and tools necessary to go back to your retail environment and comply with local state and [...]

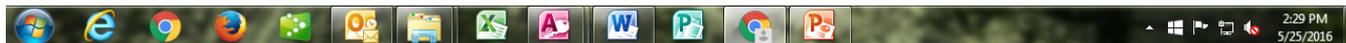
100%

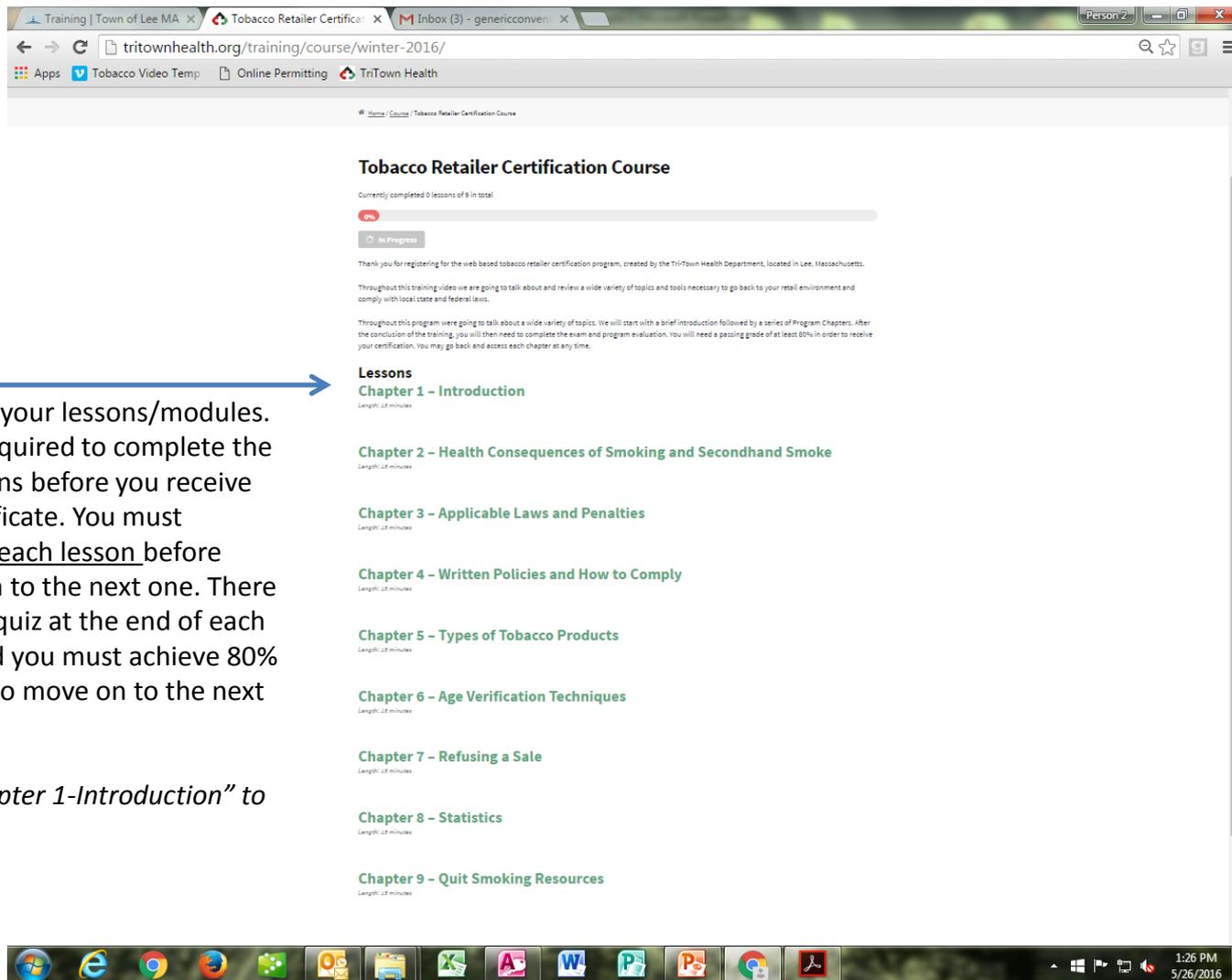
VIEW CERTIFICATE VIEW RESULTS

[Click here to edit your account info \(address, password\) >](#)

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*If you take a break, "My Courses" located at the top (next to purchase training) is where you return to in order resume the course.





These are your lessons/modules. You are required to complete the nine lessons before you receive your certificate. You must complete each lesson before moving on to the next one. There is a short quiz at the end of each lesson and you must achieve 80% or better to move on to the next section.

Click "Chapter 1-Introduction" to begin.

Training | Town of Lee MA x Chapter 1 - Introduction x Inbox (3) - genericconven x Person 2

tritownhealth.org/training/lesson/chapter-1-introduction/

Apps Tobacco Video Temp Online Permitting TnTown Health

TRITOWN
HEALTH DEPARTMENT

Purchase Training My Courses My Account \$0.00 0 items

Home / Lesson / Chapter 1 - Introduction

Chapter 1 - Introduction

You require 80% to pass this lesson's quiz.

Web-Based Tobacco Retailer Certification

An Online Training Program to assist with preventing Tobacco Sales to Minors



www.tritownhealth.org

This lesson will provide some basic history and overview of the Tobacco Awareness Program and how it has been effective in curbing youth tobacco use and community tobacco use.

Chapter 2 - Health Consequences of Smoking and Secondhand Smoke →

[Back to: Tobacco Retailer Certification Course](#)

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1:39 PM 5/26/2016

Click the play symbol in the center of the screen to begin the video



Training | Town of Lee MA | Chapter 1 - Introduction | Inbox (3) - genericconve...

tritownhealth.org/training/lesson/chapter-1-introduction/

Home / Lesson / Chapter 1 - Introduction

Chapter 1 - Introduction

i You require 80% to pass this lesson's quiz.

Click here to take the quiz on History for this chapter »

Before Implementation of Certification Process	After Implementation of Certification Process
<ul style="list-style-type: none"> Tobacco sales to minors on the increase Store owners were solely responsible for fines and other penalties such as revocation of tobacco licenses resulting in thousands of dollars in lost revenue Multiple license suspensions Significant loss in revenue reported by retailers 	<ul style="list-style-type: none"> As clerks have become educated and certified, tobacco sales to minors have significantly decreased Store owners and clerks share responsibility for preventing tobacco sales to minors. Over 2,800 clerks have been certified since the inception of the program No license suspensions as of since July 2013

5:38 / 6:31

This lesson will provide some basic history and overview of the Tobacco Awareness Program and how it has been effective in curbing youth tobacco use and community tobacco use.

Chapter 2 - Health Consequences of Smoking and Secondhand Smoke →

[Back to: Tobacco Retailer Certification Course](#)

*For best results it is recommended that you utilize the most current version of your web browser. If the quiz button on the player is blacked out, you could be using an older browser. If you click the black box it will still redirect you to the quiz. If you are using Internet Explorer and having issues, try Google Chrome.

Toward the end of each video you will see a grey box appear. When you are ready, click the box to take the quiz.

*Be aware that the box will disappear when the video concludes. If you missed your chance to click, don't worry: simply adjust/rewind the progress bar (small red bar) to the end of the video and pause to give yourself enough time to click.

Answer all questions and click “Complete Quiz” when you are satisfied with your responses. If you do not pass your quiz on the first attempt click “Reset Quiz” to receive a new set of questions and try again. If you need to take a break click “Save Quiz” and your progress will be stored. You will not be allowed to move on to the next lesson until you receive a passing score.

The screenshot shows a web browser window with the following tabs: Training | Town of Lee MA, Chapter 1 - Introduction, Chapter 1 - Introduction, and Inbox (3) - genericconver. The address bar shows the URL: tritownhealth.org/training/quiz/chapter-1-introduction/. The page content includes:

Chapter 1 - Introduction Quiz

You require 80% to pass this quiz.

1. After the implementation of the retailer training, tobacco sales decreased? 1
 - True
 - False
2. Prior to 2007, retail stores were losing thousands of dollars in revenue sales due to suspension of their license to sell tobacco products. The main reason for suspension of licenses was: 1
 - Proper signage was not posted
 - Failing a compliance check
 - Dirty equipment
 - A disgruntled customer
3. Prior to 2007, retail clerks were fined for selling tobacco products to minors? 1
 - True
 - False
4. Mandatory signage is available and in most case free to local stores? 1
 - True
 - False
5. What types of inspections do local Tobacco Awareness Programs conduct? 1
 - Compliance checks
 - Merchant education
 - Pricing Surveys
 - All of the above

COMPLETE QUIZ SAVE QUIZ RESET QUIZ

Chapter 2 - Health Consequences of Smoking and Secondhand Smoke →

[Back to Chapter 1 - Introduction](#)

The Windows taskbar at the bottom shows the time as 1:50 PM on 5/26/2016, with various application icons including Internet Explorer, Chrome, Firefox, Outlook, and Word.

Training | Town of Lee MA x Chapter 1 - Introduction x Chapter 1 - Introduction x Inbox (3) - genericconver x Person 2

tritownhealth.org/training/quiz/chapter-1-introduction/

Apps Tobacco Video Temp Online Permitting TrTown Health

Purchase Training My Courses My Account \$0.00 0 items

Home / Quiz / Chapter 1 - Introduction Quiz

Chapter 1 - Introduction Quiz

✓ Congratulations! You have passed this quiz achieving 100%

[NEXT LESSON](#)

1. After the implementation of the retailer training, tobacco sales decreased? 1
 True Grade: 1
 False
2. Prior to 2007, retail stores were losing thousands of dollars in revenue sales due to suspension of their license to sell tobacco products. The main reason for suspension of licenses was: 1
 A disgruntled customer Grade: 1
 Proper signage was not posted
 Dirty equipment
 Failing a compliance check
3. Prior to 2007, retail clerks were fined for selling tobacco products to minors? 1
 True Grade: 1
 False
4. Mandatory signage is available and in most case free to local stores? 1
 True Grade: 1
 False
5. What types of inspections do local Tobacco Awareness Programs conduct? 1
 Compliance checks
 Merchant education Grade: 1
 Pricing Surveys
 All of the above

[RESET QUIZ](#)

Chapter 2 - Health Consequences of Smoking and Secondhand Smoke →

[Back to Chapter 1 - Introduction](#)

1:54 PM 5/26/2016

When you achieve a passing score for the lesson you are working on, you will receive a congratulatory message and a button that will take you on to the next lesson.
Click "Next Lesson"

When you have completed the nine lessons you will receive a message and link to view and print your certificate.

tritonhealth.org/training/quiz/chapter-9-quit-smoking-resources/

Purchase Training My Courses My Account \$0.00 Terms

Home / Quiz / Chapter 9 - Quit Smoking Resources Quiz

Chapter 9 – Quit Smoking Resources Quiz

✔ Congratulations! You have passed this quiz achieving 100%

[Click here to complete the evaluation and receive your Completion Certificate »](#)

1. The chances of successfully quitting DOUBLE if you couple counseling and nicotine replacement therapy. 1

True Grade: 1

False

2. Quitting smoking is easy. 1

True Grade: 1

False

3. The use of self-help materials by themselves are statistically not effective. 1

True Grade: 1

False

4. There are free and/or low-cost services available to help you quit smoking. 1

True Grade: 1

False

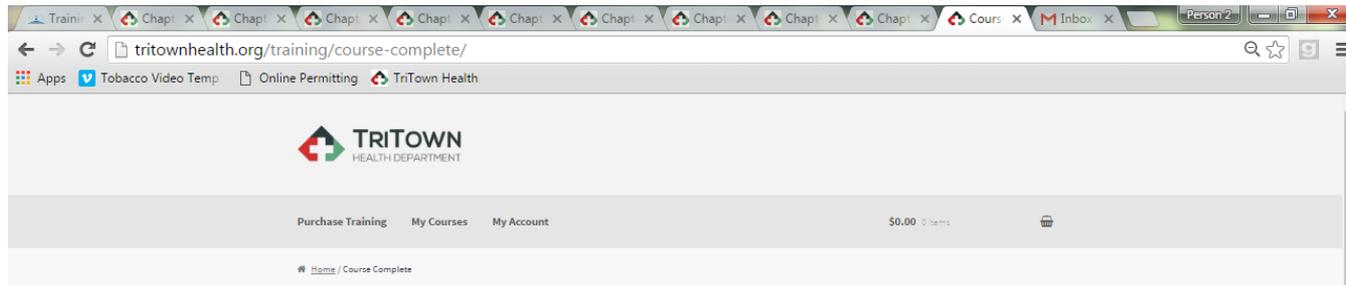
RESET QUIZ

Chapter 8 - Statistics

[Back to Chapter 9 - Quit Smoking Resources](#)

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2:49 PM 5/26/2016



Almost Done!!!
Complete the brief evaluation
and click submit at the bottom
of the page.

Course Complete

Congratulations on completing Tobacco Retailer Certification Course. Before you can access your completion certificate, please complete the following survey.

How informative was the training material?

- Extremely informative
- Very informative
- Moderately informative
- Slightly informative
- Not at all informative

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
I learned something new during training.	<input type="radio"/>				
The exam was difficult.	<input type="radio"/>				
I did not understand the exam questions.	<input type="radio"/>				
Accessing this online training was easy.	<input type="radio"/>				
Navigating this online training was easy.	<input type="radio"/>				

What did you like about the training?

What did you dislike about the training?

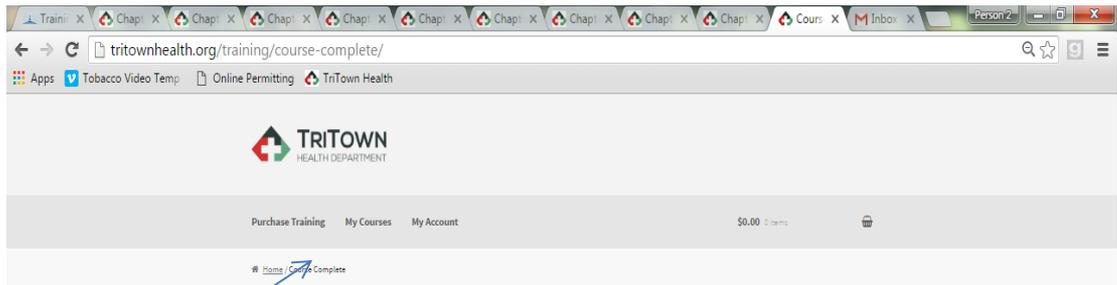
Do you have any other comments, questions, or concerns?

Are you a smoker?

- Yes
- No

Are you interested in quit smoking literature? If yes, please provide your name and mailing address below.

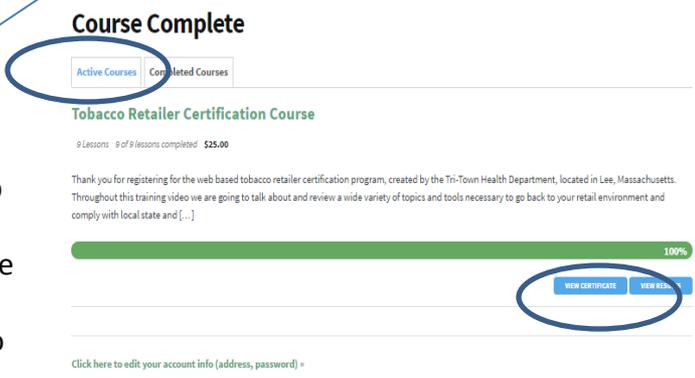




*Should you need additional copies of your certificate repeat these steps.

Now that you have completed the course and evaluation you just need your certificate.

1. Return to "My Courses"
2. Click on the "Completed Courses" Tab
3. Click "View Certificate"
4. You're done! Congratulations you have completed the training. Print your certificate and bring provide a copy to your store manager.



Bulk Voucher Purchases

The screenshot shows a web browser window with the URL tritownhealth.org/training/purchase/. The page title is "Purchase Training". The navigation bar includes "Purchase Training", "My Courses", and "My Account". The cart shows "\$0.00 0 items". The breadcrumb trail is "Home / Purchase Training".

Purchase Training



Bulk Voucher Purchase - for Store Owners/Managers
\$25.00
[Add to cart](#)



Tobacco Retailer Certification - for Clerks/Individuals
\$25.00
[Add to cart](#)

Click "Add to Cart" →

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray displaying the time as 3:13 PM on 5/26/2016.

"Bulk Voucher Purchase - for Store Owners/Managers" has been added to your cart. [Continue Shopping →](#)

Cart

PRODUCT	PRICE	QUANTITY	TOTAL
 Bulk Voucher Purchase - for Store Owners/Managers	\$25.00	1	\$25.00

Coupon code [Apply Coupon](#) [Update Cart](#)

1. Enter Quantity of Vouchers

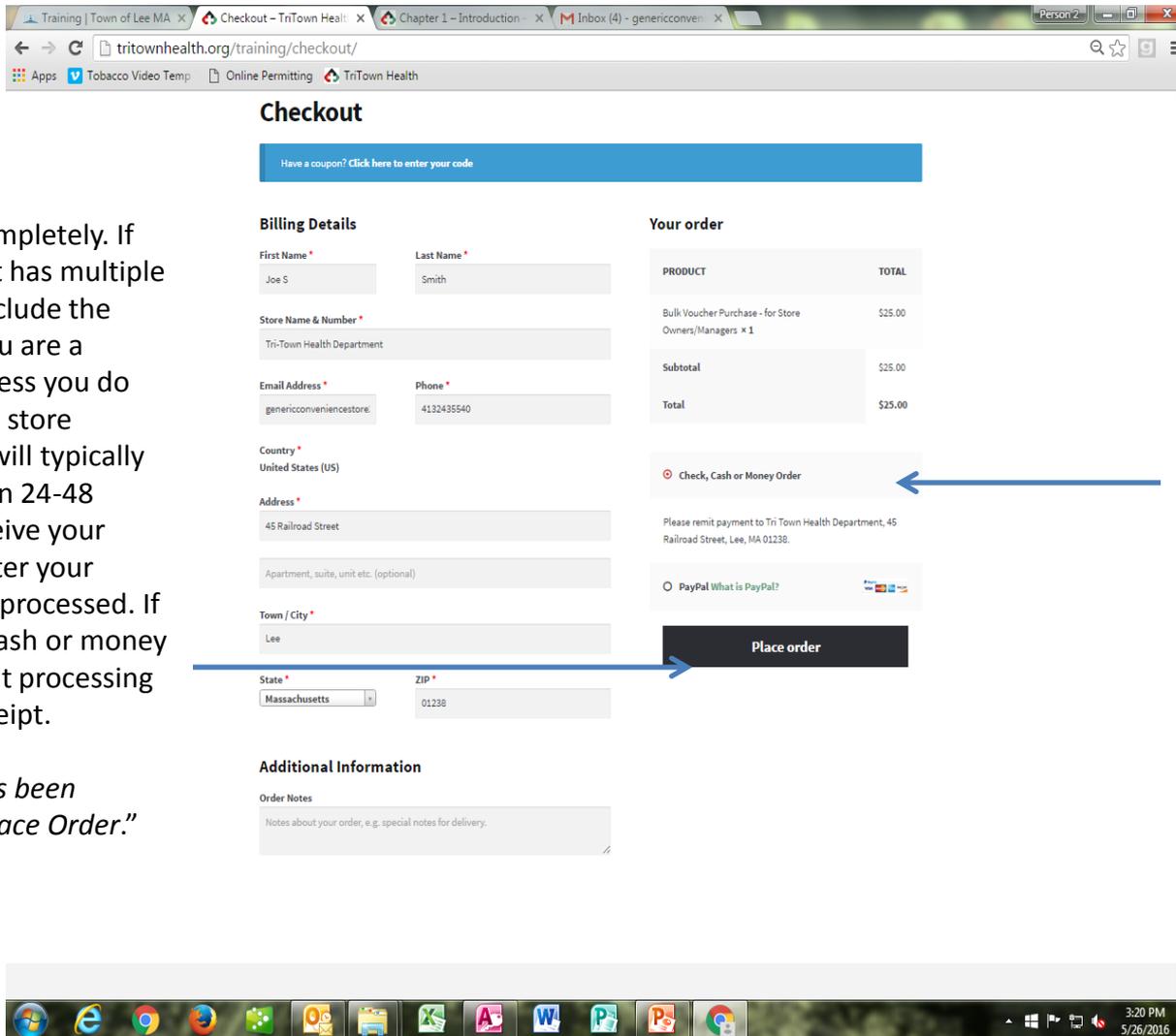
2. Update Cart

Cart Totals

Subtotal	\$25.00
Total	\$25.00

3. Proceed to Checkout

[Proceed to Checkout →](#)



Fill out all fields completely. If your establishment has multiple locations please include the store number. If you are an independent business you do not have to enter a store number. Payment will typically be processed within 24-48 hours. You will receive your voucher code(s) after your payment has been processed. If you select check, cash or money order your payment processing will begin after receipt.

When this page has been completed click "Place Order."

*You may select check, cash or money order. Your order will remain on hold until payment is received.

If you are paying with a credit card select PayPal. Your order will be processed. Once processed, you will receive your voucher codes for employee use.