







Waiving Core Modules

Only Caseworker Core Modules 1, 2, 4, 5, 6, 7, and 8 may be waived for University Partnerships Program (UPP) students. Learning Labs and Module 3 MAY NOT be waived.

From Administrator **Main Menu**:

- **Person Directory**
- Do a person search to locate the person for whom you want to waive Core training
- ☒ Check the box next to the person's name
- [Training Notebook](#)
- From the left-side menu, click the down arrow ▼ to reveal **Learning Options**
- [Add History from Learning Catalog](#)
- In upper-right corner, click on [MORE OPTIONS](#)
- To the right of the Classification field, click on the magnifying glass icon 
- Click on the yellow folder icon  to the left of the [Caseworkers](#)
(If waiving a supervisor core module, click on the yellow folder icon to the left of [Supervisors/Managers](#))
- Click on [Core Caseworker](#)
(If waiving a supervisor core module, click on [CORE - Supervisor/Manager](#))
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- Click on the [Underlined Title](#) for one module (Credit must be applied for each module individually)
- **Training Region** – Click in the field and select the county approving the waiver
- **Status *** – Click in the field and select the appropriate status from the drop-down menu
 - Select **UPP-Waived** if attendance is being waived because the individual is a UPP graduate
 - Select **Waived** if attendance is being waived because the individual attended core while in the employ of another county, or for some other reason
- **Start Date** – Type or use the calendar icon to assign the date the agency director approved the waiving of Core
- **Completion Date** – Again, type or use the calendar icon to assign the date the agency director approved the waiving of Core
- From the left-side menu, click on [Approvals & Scoring](#)
- Click on the Approved By magnifying glass icon 
- Do a person search to locate the name of the agency director who approved waiving the Core module
- Click on the person's [Underlined Name](#)
- Licensure Hrs: Delete the default licensure assignment and replace it with a zero
- OCWTP Hours: Delete the default OCWTP hours assignment and replace it with a zero
- [Notes](#) tab (optional)
 - If desired, type additional notes in the Notes field
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