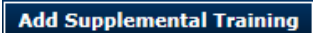## SUPPLEMENTAL TRAINING – SUPERVISOR INSTRUCTIONS

Supplemental Training refers to training taken outside the Ohio Child Welfare Training Program that an agency or RTC elects to include in a person's E-Track training history record.

MANAGING SUPPLEMENTAL TRAINING:

Adding Supplemental Training:

After logging into E-Track, click in the field under your name and change your login mode to **Manage Direct Reports**.

From the **Direct Reports Activities** screen:
- Check the box to the left of the person for whom you wish to add supplemental training.
   - **NOTE:** You may select multiple people *only if each person attended the same training session.*
- From the left-side menu, select Add Supplemental.
- Fill in each field.
   - Event Title* – Type a meaningful title.
   - Training Provider – Type the name of the trainer and/or the sponsor/organization.
   - Start Date – Type or use the calendar icon to identify the date on which the session started.
   - Completed Date – Type or use the calendar icon to identify the date on which the session started.
   - Time In Class – Enter the number of hours spent in the classroom. For college or university courses, this number will reflect credit hours.
- Credit Units – Enter the number of licensure hours for which the training was approved, if applicable.
- **Notes** – Type additional relevant information.
- Click Add Supplemental Training .
- Click OK .

Viewing Supplemental Training:

From the **Direct Report Activities** screen:
- Click on the person's History button.
- Locate and click on the underlined title of the Supplemental Training line item to view details.

Editing Supplemental Training:
NOTE: You can only edit supplemental training events that YOU created.

From the **Direct Report Activities** screen:
- Click on the person's History button.
- Click on the underlined title of the Supplemental Training line item to view details.
- Make desired changes.
- Click Save .

Deleting Supplemental Training:
NOTE: You can only delete supplemental training events that YOU created.

From the **Direct Report Activities** screen:
- Click on the person's History button.
- Click on the underlined title of the Supplemental Training line item.
- Click Delete .