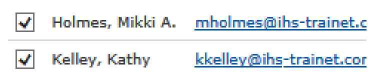
SUPPLEMENTAL TRAINING – LIAISON INSTRUCTIONS

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.

ADDING SUPPLEMENTAL TRAINING

From your **Dashboard**, after switching your login mode to Manage Trainees:

- Click on the **Activities** tab.
- From the left-side menu, under **I Want To:** click on Add Supplemental.
- Use the Last Name and First Name fields to perform an individual person search ***OR*** click on ➔ for a list of everyone for whom you have liaison privileges.
- Click in the box to the left to select the person(s) for whom you wish to add supplemental training. (You may select more than one person.)



- In the left-side menu, click Add Supplemental Training.
- On the resulting screen, fill in each field.
  - Event Title * – Type a meaningful title that reflects the training content/topic.
  - Training Provider – Type the provider organization and/or trainer name.
  - Start Date – Type or use the calendar icon to select the date on which the session began.
  - Completed Date – Type or use the calendar icon to select the date on which the session ended.
  - 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.
- If desired, type additional information in the **Notes** field.
- Click on the **Add Supplemental Training** button.

For additional supplemental training, simply repeat the above steps.

EDITING / DELETING SUPPLEMENTAL TRAINING

From your **Dashboard**, after switching your login mode to Manage Trainees:

- Click on the **Activities** tab.
- Use the Last Name and First Name fields to perform an individual person search ***OR*** click on ➔ for a list of everyone for whom you have liaison privileges.
- In the search results, click on the underlined name of the individual for whom you wish to edit/delete supplemental training.
- From the left-side menu, under **Show Me:** click on This Person's History.
- Click on the underlined title of the Supplemental Training line item you wish to edit or delete.
  - **To edit** the Supplemental Training record:
    - Make desired changed to information fields.
    - Click **Save**.
  - **To delete** the Supplemental Training record:
    - Click **Delete**.